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SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1333 Main Street, 5th Floor Columbia, South Carolina 29201

October 25, 2010 - 10:30 a.m.

Commission Hearing Room A

BUSINESS MEETING

1.	APPROVAL OF AGENDA OF BUSINESS MEETING OF OCTOBER 25, 2010	CHAIRMAN BECK
2.	APPROVAL OF MINUTES OF BUSINESS MEETINGS OF SEPTEMBER 20, 2010 (Tab 1)	CHAIRMAN BECK
3.	GENERAL ANNOUNCEMENTS	MR. CANNON
4.	APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2)	MR. SMITH
5.	DEPARTMENT DIRECTORS' REPORTS	
	Administration – Financial Report (Tab 3) Information Services (Tab 4) Insurance & Medical Services(Tab 5) Claims (Tab 6) Judicial (Tab 7)	MS. GANTT MS. UNDERHILL MR. McCUTCHEON MR. LINE MS. CROCKER
6.	EXECUTIVE DIRECTOR'S REPORT (Tab 8)	MR. CANNON
7.	OLD BUSINESS A. Advisory Committee (MSPM) Recommendations (Tab 9))	CHAIRMAN BECK
8.	NEW BUSINESS A. Employee Performance Evaluation System Policy (Tab 10)	CHAIRMAN BECK
9.	EXECUTIVE SESSION A. Personnel Matter	CHAIRMAN BECK
10.	ADJOURNMENT	CHAIRMAN BECK

Table of Contents

1	September 20, 2010 Minutes
2	Self-Insurance
3	Administration
4	Information Services
5	Insurance and Medical
6	Claims
7	Judicial
8	Executive Director's Report
9	Advisory Committee (MSPM) Recommendations
10	Employee Performance Evaluation System Policy

THE SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION BUSINESS MEETING

Monday, September 20, 2010

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, September 20, 2010 at 10:30 a.m. The meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in adherence with the Freedom of Information Act. The following Commissioners were present at the meeting:

T. SCOTT BECK, INTERIM CHAIRMAN SUSAN S. BARDEN, VICE CHAIR DAVID W. HUFFSTETLER, COMMISSIONER G. BRYAN LYNDON, COMMISSIONER ANDREA C. ROCHE, COMMISSIONER AVERY B. WILKERSON, JR., COMMISSIONER DERRICK L. WILLIAMS, COMMISSIONER

Present also were Gary M. Cannon, Executive Director; Betsy Hartman, DSIT; Greg Line, Claims Director; Al McCutcheon, Director of Insurance and Medical Services; Virginia Crocker, Judicial Department Director; W.C. Smith, Self-Insurance Director; Amanda Underhill, Senior Application Analyst; Diana Gantt, Accounting/Fiscal Manager; and Cathy Floyd, Human Resources Manager. Visitors present were Latonya D. Edwards, Mike Harris, Pete Calamas, and Eddie Gun, South Carolina Second Injury Fund; Clara Smith and Kenny Harrell, South Carolina Injured Workers' Advocates; and Jeff Griffith, One Call.

Chairman Beck called the meeting to order at 10:42 a.m.

AGENDA

Commissioner Barden moved that the September 20, 2010 agenda be approved. Commissioner Williams seconded the motion, and the motion was approved.

APPROVAL OF MINUTES - BUSINESS MEETING OF AUGUST 16, 2010

Commissioner Roche moved that the minutes of the Business Meeting of August 16, 2010 be approved. Commissioner Williams seconded the motion, and the motion was approved.

<u>APPROVAL OF MINUTES - CALLED BUSINESS MEETING OF AUGUST 23, 2010</u>

Commissioner Wilkerson moved that the minutes of the Called Business Meeting of August 23, 2010 be approved. Commissioner Roche seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Fourteen (14) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund

J. Taylor Logging Massey Logging Inc. Wildwood Logging, LLC

SC Home Builders SIF

Custom Home Builders, LLC
Deluxe Vinyl Siding
D.L. Remodeling
Joseph G. Ormes
MGF Construction, LLC
Pete's Trim & Remodeling
Proffitt Custom Homes, Inc.
Rodney Cato Construction, LLC
Steve Yoder
Southern Framing
Willard Enterprises

After examination of the applications, it was determined that each complied with the Commission's requirements and each was recommended for approval. Commissioner Roche made the motion to approve the applications to self-insure and Commissioner Wilkerson seconded the motion. The motion was unanimously approved.

DIVISION DIRECTORS' REPORTS

The Division Directors presented their reports which were also submitted to the Commission in written form.

Administration Department

Diana Gantt presented the financial report for the one-month period ending August 2010. August is the 2nd fiscal month of FY 2011. There are no unusual activities to report for the month of August.

Information Services

Betsy Hartman presented the Information Services Department's report. The percent of time devoted to an issue has been added to the IT Projects Status Report. New computer installments will begin Tuesday, September 21, for Commissioners and their Administrative Assistants.

Ms. Hartman reported that the Image on Image pilot project will begin this month with Commissioner Huffstetler and his assistant, Kellie Lindler. A no-cost Adobe Pro software workshop is scheduled for Tuesday, September 21, and most of the Administrative Assistants are attending.

Insurance & Medical Services

Al McCutcheon presented the Insurance and Medical Services Department's report. He reported a decrease in Compliance and Coverage fine assessments for the months of July and August 2010 when compared to the monthly averages for the previous fiscal year. This is primarily due to having a vacant Compliance Officer position for the months of April – June 2010 and the hiring of a new Compliance Officer effective July 1. The Compliance Officers began creating their own X-files in Progress, which has slowed productivity. Assistance from IT has been requested to automate the X-file creation process.

Mr. McCutcheon reported FY 2010 Coverage fine assessments averaged \$47,125/month. Thus far in FY 2011, the average is \$19,000/month. This is due to the implementation of the new POC Release 2.1 Coverage Reporting System. The new system has different edits that have reduced the number of fines assessed, including fines for late renewals. Another benefit of the new reporting system is that fines waived have been reduced 80%.

Claims Department

Greg Line presented the Claims Department's report. He provided the following information in response to Commissioner Williams' question from the August 16 Full Commission meeting about any increase in the number of workers' compensation claims filed since the increase in unemployment rate.

Fiscal Year	Number of Claims filed with the Commission
2004-2005	28,454
2005-2006	28,760
2006-2007	27,309
2007-2008	26,449
2008-2009	24,438
2009-2010	23,633

Mr. Line reported the total number of claims filed for FY 2009-2010 is down 18% from last year. The following table shows the most dramatic decrease was in the number of minor accidents reported, which dropped 27% from last year:

	FY 08-09	FY 09-10	% decrease
TOTAL	71,973	58,753	18%
12 A filed with SCWCC	24,575	23,686	4%
12M Minor Medical	45,660	33,492	27%
Reopened	1,738	1,575	9%

Judicial Department

Virginia Crocker presented the Judicial Department's reports for August and September, which included a new chart listing staff mileage/hours on Informal Conferences & Mediations.

EXECUTIVE DIRECTOR'S REPORT

Mr. Cannon reported on the following items:

Ethics Training

The three hours required ethics and APA training for the Commissioners and Administrative Assistants is scheduled for Tuesday, November 16, 2010 from 1:30 p.m. to 4:30 p.m. in Hearing Room A. Greg Adams, Professor at USC School of Law, and Cathy Hazelwood, Deputy Director and General Counsel for the SC Ethics Commission, will be conducting the session.

Fines and Assessments Aging Report

The attached Fines and Assessments Aging Report reflects the number and amount of fines assessed for the two month period in FY 2010-2011.

Personnel Recruitment

John Boyce, Claims Examiner II, Claims Department, resigned his position effective September 17. The position was posted on the SC Jobs website. The recruitment period was September 10-15 and 115+ applications were received.

Vacant Positions

The FY 2010-2011 State Budget contains a Proviso (80A.7) which states, "In the event any permanent position remains vacant for more than twelve months, the position may be deleted by the Budget and Control Board." The seven positions affected were:

Position	<u>Department</u>
Administrative Coordinator I	Administration
Program Coordinator II	Insurance & Medical Services
Administrative Assistant	Insurance & Medical Services
Executive Assistant II	Executive Director
Administrative Assistant	Judicial
Attorney III	Legal
Unclassified (Deputy Commissioner)	Claims

Mr. Cannon said in order to comply with the proviso and not lose the positions, the positions were administratively reclassified and seven employees were transferred into the vacant positions at the same classification and pay band. The only change was the employee's position number. The remaining vacant positions were transferred into a "vacancy pool" for the future.

Employee Meetings

The agency All Employee meeting was held on August 19.

Four employees participated in the employee focus group with the Executive Director on August 25.

Claims Administration Workshop

Two claims Administration Workshops were conducted on September 16. Originally one workshop was scheduled from 8:30 a.m. to 12:30 p.m., and was limited to 40 participants. The response to the morning session was overwhelming and it was decided to add an afternoon session from 1:00 p.m. – 5:00 p.m. There were a total of 44 participants in the morning session, and 36 in the afternoon session.

FY2011-2012 Budget Plan

The FY 2011-2012 Budget Plan was submitted to the Office of State Budget on September 3. The amount of Agency Recurring Base Appropriations is the same level as FY 2010-2011: State - \$1,919,955; Federal - \$0; and Other - \$3,100,000.

FY2009-2010 Accountability Report

The FY 2009-2010 Accountability Report was submitted on the due date of September 15. Mr. Cannon distributed a copy of the report to the Commissioners, and the report will be posted on the website.

Constituent Services/Public Information

During the previous 30 days the Executive Director's Office conducted one meeting with a service provider, 64 telephone communications, and 80 electronic contacts with claimants or constituents, state agencies, federal agencies, congressional offices, attorneys, service providers, or business partners and prepared three FOIA requests.

OLD BUSINESS

A. Hearing Cost Assessment - Informal Conference Hearing Assessment

Mr. Cannon reported that the verification of the financial information used to calculate the cost of the assessment is not complete and requested this item be tabled until the October 25 Business Meeting.

Commissioner Wilkerson made the motion to approve the request and Commissioner Roche seconded the motion. The motion was approved.

B. Budget Amendment - Software Purchase

Mr. Cannon presented a recommendation to utilize \$4,656 of the Computer Services Account to purchase the Adobe pdf software upgrade, Adobe Pro version. Twenty licenses are requested for the following: the Commissioners and their administrative assistants (14); two for Judicial Staff; three for IT Staff and one for Administrative Assistant to the Executive Director. This software will allow the Commissioners to apply their electronic signature to a Consent Order in pdf format.

Commissioner Huffstetler made a motion to approve the recommendation.

Commissioner Williams seconded the motion, and the motion was unanimously approved.

NEW BUSINESS

A. Schedule Public Hearing for Change to R67-405C(1)

Mr. Cannon presented a recommendation to approve November 29, 2010 at 10:00 a.m. as the date and time for the Public Hearing. On September 28, 2009 the Commission approved the publication of the Notice to Drafting of a change to Regulation 67-405C(1). The change will reduce the notice to cancel a workers' compensation policy for non-payment of premium from 30 days to 10 days to coincide with Section 38-75-730(a)(1)(b) of the SC Code of Laws.

Commissioner Wilkerson made a motion to approve the recommendation. Commissioner Barden seconded the motion, and the motion was unanimously approved. Commissioner Wilkerson requested that Mr. Cannon send a reminder to the Commissioners the first of November about the Public Hearing.

EXECUTIVE SESSION

Commissioner Wilkerson moved to adjourn into Executive Session to discuss a legal matter and a personnel matter. Commissioner Williams seconded the motion. The Commission adjourned into Executive Session at 11:05 a.m.

[EXECUTIVE SESSION]

Commissioner Huffstetler made a motion to arise from Executive Session. Commissioner Roche seconded the motion and the motion was approved. The Commission arose from Executive Session at 11:40 a.m. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

ADJOURNMENT

Commissioner Wilkerson made the motion to adjourn. Commissioner Lyndon seconded the motion and the motion was approved.

The September 20, 2010 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:40.

Reported September 22, 2010 Kim Ballentine, Office of the Executive Director

INTEROFFICE MEMORANDUM

TO:

GARY CANNON, EXECUTIVE DIRECTOR

FROM:

DIANA GANTT, DIRECTOR OF ADMINISTRATION

SUBJECT:

FINANCIAL REPORT PERIOD ENDING SEPTEMBER 30, 2010

DATE:

10/20/2010

The finance report for the one month period ending September, 2010, is attached.

• September is the 3rd Fiscal Month of FY11.

- There were no uncommon payouts in the month of September.
- We are right at or below our benchmark for September.
- Key figures for the Administration Department during the month of September:

SCEIS Shopping Carts	0	State Reports filed by Procurement Officer	6
Vendors Contacted for Price Quotes	7	Files Copied for Outside Parties	258
Visa Procurement Card Orders Placed	5	Payments made (Vendors, Travel, Other State Agencies)	7
SC Dept of Corrections Orders Placed	2	HR transactions processed through OHR	0
Staples Orders Placed	5	HR transactions processed in SCEIS	4
State Leased Vehicles taken for Service	3	See attached Mail Summary	

South Carolina Workers' Compensation Commission Summary of Revenues and Expenditures 2010 - 2011 Budget

September 30, 2010

		Budget	F	Y To Date		Benchmark	25.00%
STATE APPROPRIATIONS General Appropriation	\$	1,919,955	\$	479,989			25.00%
			F .			Balance	9/ Evpandad
Account Description	<u>A </u> \$	opropriation •	\$	penditure 367,419	\$	1,104,217	% Expended 25.0%
Personal Services	Þ	1,471,636	Ş	307,413	Ą	1,104,217	0.0%
Other Operating Expenses		448,319		125,074		323,245	27.9%
Employer Contribution Total	\$	1,919,955	\$	492,493	\$	1,427,462	25.7%
OTHER APPROPRIATIONS							
OTHER AFFROMMATIONS		Budgeted		Received			
EARMARKED		Revenues	thr	u 09/30/10		% Received	
Training Conference Registration Fee	\$	1,000	\$	2,430		243.00%	
Sale of Publication and Brochures	•	8,000	•	12,225		152.81%	
Workers' Comp Award Review Fee		75,000		20,700		27.60%	
Sale of Photocopies		95,000		29,275		30.82%	
Workers' Compensation Filing Violation Fee		1,891,000		679,704		35.94%	
Sale of Listings and Labels		30,000		20,251		67.50%	
Workers' Comp Hearing Fee		600,000		158,200		26.37%	
Earmarked Funds - Original Authorization	\$	2,700,000	\$	922,785		34.18%	
BD100 to Increase Authorization - July 2010		356,315					
BD100 to Increase Authorization - July 2010 (PC's)		62,500					
Total Earmarked Revenues + Fund Balance	\$	3,118,815					
Account Description	А	ppropriation	E	kpenditure		Balance	% Expended
Personal Services		1,249,153	\$	312,582	\$	936,571	25.0%
Taxable Subsistence	•	80,000	•	17,920		62,080	22.4%
Other Operating Expenses		1,414,662		306,263		1,108,399	21.6%
Employer Contribution		375,000		127,688		247,312	34.1%
Total Earmarked	\$	3,118,815	\$	764,454	\$	2,354,361	24.5%
COMPUTER FUNDS CARRIED FORWARD	\$	54,761					
Computer Services - Carry forward	\$	54,761	\$	1,580	\$	53,181	2.9%
TOTAL OTHER APPROPRIATIONS	\$	3,228,337	\$	766,034	\$	2,407,542	23.7%

September 30, 2010

Consolidated

Year-To-Date: 25%								
	Original	Budget	Amended	Expended	Year			
	Budget	Amendments	Budget	September	to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,150,244	\$ -	\$ 1,150,244	\$ 97,589	\$ 285,481	25%	\$ -	\$ 864,763
Other Operating Expenditures	* -,,- · ·	т	• -•	, ,	•			
Total Contractual Services	247,935	-	247,935	21,794	40,234	16%	-	207,701
Total Supplies & Materials	36,313	-	36,313	1,771	4,209	12%	-	32,104
Total Fixed Charges	159,652	-	159,652	• 11,524	37,859	24%	-	121,793
Total Travel	87,650		87,650	8,663	15,042	17%		72,608
Total Other Operating Exp	531,550	-	531,550	43,752	97,344	18%	-	434,206
Total Commissioners	\$ 1,681,794	\$ -	\$ 1,681,794	\$ 141,341	\$ 382,825	23%	\$ -	\$ 1,298,969
Administration								
Salaries	\$ 444,858	\$ -	\$ 444,858	\$ 37,073	\$ 113,181	25%	\$ -	\$ 331,677
Other Operating Expenditures								
Total Contractual Services	254,874	-	254,874	20,703	38,525	15%	-	216,349
Total Supplies & Materials	25,889	-	25,889	1,290	4,373	17%	-	21,516
Total Fixed Charges	135,749	-	135,749	8,684	30,972	23%	-	104,777
Total Travel	12,521	-	12,521	877	1,911	15%	30.165	10,610
Total Equipment	35,000		35,000	24 554		0% 16%	30,165	4,835 358,087
Total Other Operating Exp	464,033	-	464,033	31,554	75,781		30,165	
Total Administration	\$ 908,891	\$ -	\$ 908,891	\$ 68,627	\$ 188,962	21%	\$ 30,165	\$ 689,764
Claims								
Salaries	\$ 361,417	\$ -	\$ 361,417	\$ 31,110	\$ 88,356	24%	\$ -	\$ 273,061
Other Operating Expenditures								
Total Contractual Services	47,405	-	47,405	6,663	15,601	33%	-	31,804
Total Supplies & Materials	22,138	-	22,138	2,127	7,927	36%	-	14,211
Total Fixed Charges	78,689	-	78,689	5,716	18,164	23%	-	60,525
Total Travel	1,750	. 	1,750	215	633	36%	-	1,117
Total Other Operating Exp	149,982	•	149,982	14,721	42,325	28%	-	107,657
Total Claims	\$ 511,399	\$ -	\$ 511,399	\$ 45,831	\$ 130,681	26%	\$ -	\$ 380,718
Insurance and Medical Services								
Salaries	\$ 460,408	\$ -	\$ 460,408	\$ 37,958	\$ 115,338	25%	\$ -	\$ 345,070
Other Operating Expenditures								
Total Contractual Services	37,701	-	37,701	5,178	13,173	35%	-	24,528
Total Supplies & Materials	33,500		33,500	1,482	3,242	10%	-	30,258
Total Fixed Charges	62,220	-	62,220	4,348	15,095	24%	-	47,125
Total Travel	258	- 	258	153	205	79%		53
Total Other Operating Exp	133,679	•	133,679	11,161	31,715	24%	-	101,964
Total Insurance and Medical Services	\$ 594,087	\$ -	\$ 594,087	\$ 49,119	\$ 147,053	25%	\$ -	\$ 447,034
Judicial								
Salaries	\$ 383,862	\$ -	\$ 383,862	\$ 31,920	\$ 95,565	25%	\$ -	\$ 288,297
Other Operating Expenditures								
Total Contractual Services	43,078	-	43,078	4,241	8,078	19%	-	35,000
Total Supplies & Materials	22,024	-	22,024	1,538	4,046	18%	-	17,978
Total Fixed Charges	66,966	-	66,966	4,969	16,232	24%	-	50,734
Total Travel	3,350	- 	3,350	119	577	17% 21%		2,773 106,485
Total Other Operating Exp	135,418	-	135,418	10,867	28,933		•	
Total Judicial	\$ 519,280	\$ -	\$ 519,280	\$ 42,787	\$ 124,498	24%	\$ -	\$ 394,782
Totals By Departments								
Department Totals								A 4 500 05
Commissioners	\$ 1,681,794	\$	\$ 1,681,794	\$ 141,341	\$ 382,825	23%	\$ -	\$ 1,298,969
Administration	908,891	-	908,891	68,627	188,962	21%	30,165	689,764
Claims	511,399	-	511,399	45,831	130,681	26%	-	380,718
Insurance & Medical	594,087	-	594,087	49,119	147,053	25%	-	447,034 394,782
Judicial	519,280		519,280 \$ 4,215,451	\$ 347,705		24%	\$ 30,165	\$ 3,211,267
Total Departmental Expend	\$ 4,215,451	\$ -					ŷ 30,103	570,557
Employer Contributions	823,319		823,319	91,158		31%	<u> </u>	
Total General & Earmarked Funds	\$ 5,038,770	<u>\$ -</u>	\$ 5,038,770	\$ 438,863	\$ 1,226,782	24%	\$ 30,165	\$ 3,781,823

September 30, 2010

General Appropriation

Constant Propries							Year-To-Date : 25%								
	(Original	Bu	dget	Α	mended	Ex	pended	Yea	r to Date					
		Budget	Amen	dments		Budget	Se	otember	t	o Date	%	End	cumb	E	alance
Commissioners															
Salaries							•							_	
Chairman	\$	115,567	\$	-	\$	115,567	\$	9,231	\$	28,055	24%	\$	-	\$	87,512
Commissioner		664,602				664,602		55,783		166,987	25%		-		497,615
Classified Employees		290,075				290,075		24,173		72,519	25%				217,556
Total Commissioners		1,070,244		-		1,070,244		89,187		267,561	25%		-		802,683
Administration															
Salaries															
Director	\$	94,152	\$	-	\$	94,152	\$	7,846	\$	23,538	25%	\$	-	\$	70,614
Classified Positions		132,206		<u> </u>		132,206		11,448		30,607	23%				101,599
Total Administration		226,358		-		226,358		19,294		54,145	24%		•		172,213
Claims							ı								
Salaries															
Classified Positions	\$	55,417	\$		\$	55,417	\$	5,583	\$	15,785	28%	\$	-	\$	39,632
Total Claims		55,417		-		55,417		5,583		15,785	28%		-		39,632
Insurance and Medical Services															
Salaries															
Classified Positions	\$	57,755	\$		\$	57,755	\$	4,821	\$	14,463	25%	\$	-	\$	43,292
Total Ins and Medical Svcs		57,755		-		57,755		4,821		14,463	25%		-		43,292
Judicial							,								
Salaries															
Classified Positions	\$	61,862	\$		\$	61,862	\$	5,155	\$	15,465	25%	\$		\$	46,397
Total Judicial		61,862		-		61,862		5,155		15,465	25%		-		46,397
General Funds															
Department Totals															
Commissioners	\$	1,070,244	\$	-	\$	1,070,244	\$	89,187	\$	267,561	25%	\$	-	\$	802,683
Administration	·	226,358		-		226,358		19,294		54,145	24%		-		172,213
Claims		55,417		-		55,417		5,583		15,785	28%		-		39,632
Insurance & Medical		57,755		-		57,755	•	4,821		14,463	25%		-		43,292
Judicial		61,862				61,862		5,155	. —	15,465	25%				46,397
Total Departmental Expend	\$	1,471,636	\$		\$	1,471,636	\$	124,040	\$	367,419	25%	\$	•	\$	1,104,217
Employer Contributions	_	448,319				448,319		35,310		125,074	28%				323,245
Total General Fund Appropriations	\$	1,919,955	\$		\$	1,919,955	\$	159,350	<u>\$</u>	492,493	26%	\$		\$	1,427,462

September 30, 2010

Salaries Taxable Subsistence S. 80,000 S. 8,000 S. 8,002 S. 17,920 22% S. 5,000 Cotal Salaries S. 80,000 S. 8,000 S. 8,002 S. 17,920 22% S. 5,000 Cotal Salaries S. 80,000 S. 8,002 S. 8,002 S. 8,002 S. 8,002 Cotal Salaries S. 62,00 Cot					Year-To-Date : 25%					
Salaries Salaries		Original Budget Amended Expended Year								
Taxable Subsistence		_	-		•	to Date	%	Encumb	Balance	
Tarable Subsistence	Commissioners									
Total Salaries 80,000 8,000 8,402 17,320 22% 62,0 Other Operating Expenditures Contractual Services 700 70 0% 7 Copying Equipment Service 200 200 0% 7 Copying Equipment Service 200 200 0% 7 Print Plan Annual Reports 28 28 0% 0% Data Brocessing Services 68,535 68,535 4,608 9,179 13% 5.33 Freight Express Delivery 490 490 0 0% 4 6 6,635 68,535 4,608 9,179 13% 5.33 Freight Express Delivery 490 490 0 0% 4 600 6 4 5.33 68,535 4,608 9,179 13% 5.33 1,730 1.74 134 10,44 10,44 10,44 10,44 10,44 10,44 10,44 10,44 10,44 10,44 10,44 10,44 10,44 <	Salaries									
Other Operating Expenditures Contractual Services 700 700 0 0% 7 Copying Equipment Service 200 200 0% 2 Print/Binal/Advertisement 510 510 510 100% Print Pub Annual Reports 28 28 0% Data Processing Services 68,535 68,535 4,608 9,179 133% 59,3 Freight Express Delivery 490 490 - 0% 4 7 Telephone 4,500 4,500 12,000 785 1,570 13% 10,4 Legal Services/Attroney Fees 16,000 16,000 1370 27,96 17% 132,00 Other Professional Services 2972 972 - 63 6% 9 Total Contractual Services 247,935 247,935 21,794 40,234 16% 207,7 Supplies & Materials 5 8,500 20 50 6% 7,9 Corpving Equipment			\$ -					\$ -		
Contractual Services Office Equipment Service Office Equipment Service Copying Equipment Service 200 200 300 300 300 300 300 300 300 300	Total Salaries	80,000	-	80,000	8,402	17,920	22%	-	62,080	
Contractual Services	Other Operating Expenditures									
Capping Equipment Service 200	,									
Print/Bind/Advertisement 510 510 510 510 500 500 70% Print Pub Annual Reports 28 28 - 0.0% 100% 100% 100% 100% 100% 100% 100%	Office Equipment Service	700		700	×	-	0%	-	700	
Print/Bind/Advertisement 510 - 510 510 100% - 9% Data Processing Services 68,535 - 68,535 4,608 9,179 13% 59.3 Freight Express Delivery 490 - 490 - 0% 4 4 Pelephone 4,500 - 4,500 521 952 21% 3.5 Cellular Phone Service 12,000 - 160,000 15,370 27,960 17% 132,0 Cellular Phone Services 972 - 972 - 762 63 6% 9 Other Professional Services 972 - 972 - 763 6% 9 Other Professional Services 247,935 2247,935 21,794 40,234 16% 207,7 Supplies Reservices 8,500 - 8,500 201 507 6% 7,9 Copying Equipment 2,714 2,214 42,14 447 453 20% 2,1 Printing 1,750 1,750 1,750 0 0% 1,7 2		200	_	200		-	0%	-	200	
Print Pub Annual Reports 28 28 - 0% 59.3 Data Processing Services 68,535 68,535 4,608 9,179 13% 59.3 Freight Express Delivery 490 490 - 0% 4 Telephone 4,500 12,000 12,000 785 1,570 13% 10,4 Cellular Phone Service 12,000 160,000 15,370 27,960 17% 132,0 0 16% 9 10,00 160,000 15,370 27,960 17% 132,0 0 16% 9 10,00 10,00 15,370 27,960 17% 132,0 0 10,00 10,00 10,00 10,00 13,370 27,960 17% 132,0 0 10,00		510	_	510	510	510	100%	-	-	
Data Processing Services		28	_	28	-	-	0%	-	28	
Freight Express Delivery 490 - 490 - 0% - 4 Telephone 4,500 - 4,500 521 952 21% 3,5 Cellular Phone Service 12,000 - 12,000 785 1,570 13% 10,4 Legal Services/Attorney Fees 160,000 - 160,000 15,370 27,900 17% - 132,0 Other Professional Services 247,935 - 247,935 21,794 40,234 16% - 207,7 Supplies & Materials Office Supplies 8,500 - 8,500 201 507 6% 7,9 Copying Equipment 2,714 - 2,714 447 530 20% 2,1 Printing 1,750 - 1,750 - 1,05 0% 1,7 0 0% 6 Postage 21,500 21,500 1,105 3,117 14% 18,3 18,3 Communication Supplies 50 50 - 0% - 0% 6 6 6 79% - 0% <td< td=""><td>-</td><td>68.535</td><td>_</td><td>68.535</td><td>4.608</td><td>9,179</td><td>13%</td><td>-</td><td>59,356</td></td<>	-	68.535	_	68.535	4.608	9,179	13%	-	59,356	
Telephone		•	_		· -	, <u>-</u>	0%	-	490	
Cellular Phone Service 12,000	- · · · · · · · · · · · · · · · · · · ·		_		521	952	21%	-	3,548	
Legal Services/Attorney Fees 160,000 160,000 15,370 27,960 17% 132,0 Other Professional Services 972 - 972 - 63 6% - 920 Total Contractual Services 247,935 - 247,935 21,794 40,234 16% - 207,7 Supplies & Materials Office Supplies 8,500 - 8,500 201 507 6% - 7,9 Copying Equipment 2,714 2,714 447 530 20% 2,1 Printing 1,750 - 0% 1,7 Data Processing Supplies 649 - 649 - 0% - 6 6 9 - 0% - 1,0 1 1,0 1,1 14% - 18,3 Communication Supplies 50 50 - 0% - 18,3 Communication Supplies 75 75 18 55 73% - 0% 1 18,3 Communication Sup	•	•	_	-			13%	-	10,430	
Other Professional Services 972 972 - 63 6% - 9 Total Contractual Services 247,935 - 247,935 21,794 40,234 16% - 207,77 Supplies & Materials Office Supplies 8,500 - 8,500 201 507 6% - 7,9 Copying Equipment 2,714 - 2,714 447 530 20% - 2,1 Postage 1,750 1,750 - 0% - 1,7 Postage 21,500 21,500 1,105 3,117 14% 18,3 Communication Supplies 50 50 50 - 0% - 16 Postage 21,500 21,500 1,105 3,117 14% 18,3 - 18 55 73% - - 0% - 14,3 - 18,3 - - 0% - 12,3 - - - -	· · · · · · · · · · · · · · · · · · ·		_					-	132,040	
Total Contractual Services 247,935 247,935 21,794 40,234 16% - 207,77	=		_		-			_	909	
Supplies & Materials Office Supplies 8,500 - 8,500 201 507 6% 7,9 Copying Equipment 2,714 - 2,714 447 530 20% - 2,1 Printing 1,750 - 1,750 - 0% 1,7 Printing 1,750 - 1,250 - 0% - 1,7 Printing 1,500 - 2,1500 1,105 3,117 14% 18,3 18,3 1,7 14% - 18,3 1,7 14% - 18,3 1,7					21 794				207,701	
Office Supplies 8,500 - 8,500 201 507 6% - 7,9 Copying Equipment 2,714 - 2,714 447 530 20% - 2,1 Printing 1,750 - 1,750 - 0% - 1,7 Data Processing Supplies 649 - 649 - - 0% - 6 Postage 21,500 - 21,500 1,105 3,117 14% - 18,3 Communication Supplies 550 - 50 - - 0% - 18,8 55 73% - - 0% - 18,3 36,313 - 100 - 0% - 18,3 36,313 - 36,313 1,771 4,209 12% - 32,1 - 14,209 12% - 32,1 - 36,313 1,771 4,209 12% - 32,1 - 1,2 4,	Total Contractual Services	247,333		247,555		40,234	20,0		207,701	
Office Supplies 8,500 - 8,500 201 507 6% - 7,9 Copying Equipment 2,714 - 2,714 447 530 20% - 2,1 Printing 1,750 - 1,750 - 0% - 1,7 Data Processing Supplies 649 - 649 - - 0% - 6 Postage 21,500 - 21,500 1,105 3,117 14% - 18,3 Communication Supplies 55 - 55 - 0% - 18,3 - 0% - 18,3 - 0% - 18,3 - 0% - 0% - 18,3 - 0% - 18,3 - - 0% - 18,3 - - 0% - 18,3 - - 0% - 2,0 - 0 - 0% - 32,1 - <td>Supplies & Materials</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Supplies & Materials									
Copying Equipment 2,714 - 2,714 447 530 20% - 2,1 Printing 1,750 - 1,750 0% - 1,7 Data Processing Supplies 649 - 649 - 0% - 689 Postage 21,500 - 21,500 1,105 3,117 14% - 18,3 Communication Supplies 50 - 50 - 0% - 0% - 18,3 Gasoline 100 - 100 - 0% - 0% - 1 Gasoline 100 - 100 - 0% - 0% - 1 Other Supplies & Materials 36,313 - 36,313 1,771 4,209 12% - 32,1 Fixed Charges Rental-Cont Rent Payment 4,800 - 4,800 405 656 14% - 4,1 Rent-Other 250 - 250 - 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 - 250 - 212 85% - 18 Insurance-Non State 169<	• • • • • • • • • • • • • • • • • • • •	8,500	-	8.500	201	507	6%	-	7,993	
Printing 1,750 - 1,750 - 0% - 1,7 Data Processing Supplies 649 - 649 - 09% - 689 Postage 21,500 - 21,500 1,105 3,117 14% - 18,3 Communication Supplies 50 - 50 - 0% - 0% Maint/Janitorial Supplies 75 - 75 18 55 73% Gasoline 100 - 1000 - 0% - 0% - 1 Other Supplies 975 - 975 - 0% - 0% - 99 Total Supplies & Materials 36,313 - 36,313 1,771 4,209 12% - 32,1 Fixed Charges Rental-Cont Rent Payment 4,800 - 4,800 405 656 14% - 4,1 Rent-Non State Owned Property 149,750 - 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 - 250 - 212 85% - 1 Insurance-State 3,633 - 3,633 - 3,633 100% - 1 Insurance-Non State 169 - 169 - 0% - 1 Fees & Fines 50 - 50 - 0% - 1 Equipment Maintenance 1,000 - 1,000 - 0 - 0% - 1,0 Total Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Meals (Non-Reportable) 650 - 500 - 16 3% - 4 Out State - Meals (Non-Reportable) 500 - 500 - 16 3% - 4 Out State - Auto Mileage 10,000 - 10,000 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel Charges 531,550 - 531,550 43,752 97,344 18% - 434,0			_		447	530	20%	-	2,184	
Data Processing Supplies		•	_		-	_	0%	-	1,750	
Postage 21,500 - 21,500 1,105 3,117 14% 18,3 Communication Supplies 50 - 50 - - 0% - Maint/Janitorial Supplies 75 - 75 18 55 73% - Gasoline 100 - 100 - - 0% - 1 Other Supplies 975 - 975 - - 0% - 9 Total Supplies & Materials 36,313 - 36,313 1,771 4,209 12% 32,1 Fixed Charges - - 4,800 405 656 14% 4,1 Rent-Other 250 - 4,800 405 656 14% 4,1 Rent-Other 250 - 250 - 212 85% Insurance-State 3,633 - 3,633 - 3,633 100% Insurance-Non State 169 -	~	•	_		_	_	0%	_	649	
Communication Supplies 50 - 50 - 0% Maint/Janitorial Supplies 75 - 75 18 55 73% - 100			_		1 105	3 117		-	18,383	
Maint/Janitorial Supplies 75 75 18 55 73%	•	•	_		-/	-,		-	50	
Gasoline 100 100 - 0 - 0% - 1 1 1 1 1 1 1 1 1			_		18	55			20	
Other Supplies 975 - 975 - 0% - 99 Total Supplies & Materials 36,313 - 36,313 1,771 4,209 12% - 32,1 Fixed Charges Rental-Cont Rent Payment 4,800 - 4,800 405 656 14% - 4,1 Rent-Non State Owned Property 149,750 - 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 - 250 - 212 85% - Insurance-State 3,633 - 3,633 100% - - 116,3 Insurance-Non State 169 - 169 - - 0% - 1 - 12 85% - - 10% - - 0% - 1 - 11 - 116,3 - - 0% - - 11 - - - - -	The state of the s		_			-		_	100	
Total Supplies & Materials 36,313 - 36,313 1,771 4,209 12% - 32,1 Fixed Charges Rental-Cont Rent Payment 4,800 - 4,800 405 656 14% - 4,1 Rent-Non State Owned Property 149,750 - 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 - 250 - 212 85% - Insurance-State 3,633 - 3,633 100% - - Insurance-Non State 169 - 169 - 0% - 1 Fees & Fines 50 - 50 - - 0% - 1 Equipment Maintenance 1,000 - 1,000 - - 0% - 1,0 Total Fixed Charges 159,652 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) - -			_			_			975	
Fixed Charges Rental-Cont Rent Payment 4,800 4,800 405 656 14% - 4,1 Rent-Non State Owned Property 149,750 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 250 - 212 85% - Insurance-State 3,633 - 3,633 - 3,633 100% - Insurance-Non State 169 - 169 - 0% - 0% - 1 Fees & Fines 50 - 50 - 0% - 0% - 1 Equipment Maintenance 1,000 - 1,000 0% - 1,0 Total Fixed Charges 159,652 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,9 Out State - Meals 500 <td< td=""><td>* •</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>32,104</td></td<>	* •								32,104	
Rental-Cont Rent Payment 4,800 - 4,800 405 656 14% - 4,1 Rent-Non State Owned Property 149,750 - 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 - 250 - 212 85% - Insurance-State 3,633 - 3,633 - 3,633 100% - Insurance-Non State 169 - 169 0% - 0% - 1 Fees & Fines 50 - 50 0% - 0% - 10 Equipment Maintenance 1,000 - 1,000 0% - 1,00 - 1,00 Total Fixed Charges 159,652 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) - 1,000 - 650 95 121 19% - 5 In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,5 Out State - Meals 500 - 500 - 167 11%		,		55,5-5		,				
Rent-Non State Owned Property 149,750 - 149,750 11,119 33,358 22% - 116,3 Rent-Other 250 - 250 - 212 85% - 116,3 Insurance-State 3,633 - 3,633 - 3,633 100% - 1 Insurance-Non State 169 - 169 - 0% - 0% - 1 Fees & Fines 50 - 50 - 0% - 10 Equipment Maintenance 1,000 - 1,000 - 0% - 1,00 Total Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,5 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 167 11% - 1,3	Fixed Charges									
Rent-Other 250 - 250 - 212 85% - Insurance-State 3,633 - 3,633 - 3,633 100% - Insurance-Non State 169 - 169 - - 0% - 1 Fees & Fines 50 - 50 - - 0% - 1 Equipment Maintenance 1,000 - 1,000 - - 0% - 1,00 Total Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 Out State - Meals 500 - 500 - 16 3% - 4 - 43,0 </td <td>Rental-Cont Rent Payment</td> <td>4,800</td> <td>-</td> <td>4,800</td> <td>405</td> <td>656</td> <td>14%</td> <td>-</td> <td>4,144</td>	Rental-Cont Rent Payment	4,800	-	4,800	405	656	14%	-	4,144	
Insurance-State 3,633 - 3,633 - 3,633 100% - 1	Rent-Non State Owned Property	149,750	-	149,750	11,119	33,358	22%	-	116,392	
Insurance-Non State 169	Rent-Other	250	-	250	-	212	85%	-	38	
Fees & Fines 50 - 50 - 00% - 1,000 Fequipment Maintenance 1,000 - 1,000 00% - 1,000 Fotal Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,7000 Fravel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 50 10 State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,20 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,900 Out State - Meals 500 - 500 - 16 3% - 40 Out State - Auto Mileage 1,500 - 1,500 - 16 3% - 40 Out State - Auto Mileage 1,500 - 50,000 3,522 6,962 14% - 43,000 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,600 Fotal Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,200 Fotal Characteristics 1,000 - 1,000 Fotal Characteristics 1,000 Fotal Characterist	Insurance-State	3,633		3,633	-	3,633	100%	-	-	
Equipment Maintenance 1,000 - 1,000 0% - 1,000 Total Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,77 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 55 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,20 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,90 Out State - Meals 500 - 500 - 16 3% - 40 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,30 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,000 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,600 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,200	Insurance-Non State	169	_	169	-	-	0%	-	169	
Total Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,7 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,9 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550	Fees & Fines	50	-	50		-	0%	-	50	
Total Fixed Charges 159,652 - 159,652 11,524 37,859 24% - 121,77 Travel (Includes Leased Car) In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 5 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,9 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,55	Equipment Maintenance	1,000	_	1,000	-	-	0%	-	1,000	
In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 55 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,5 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6	• •	159,652	-		11,524	37,859	24%	-	121,793	
In State - Meals (Non-Reportable) 650 - 650 95 121 19% - 55 In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,5 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6	Travel (Includes Leased Car)									
In State - Auto Mileage 10,000 - 10,000 1,446 2,736 27% - 7,2 In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,9 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2	the contract of the contract o	650	_	650	95	121	19%	_	529	
In State - Subsistence Allowance 25,000 - 25,000 3,600 5,040 20% - 19,9 Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2	· · · · · · · · · · · · · · · · · · ·		-					-	7,264	
Out State - Meals 500 - 500 - 16 3% - 4 Out State - Auto Mileage 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2			-						19,960	
Out State - Auto Mileage 1,500 - 1,500 - 1,500 - 167 11% - 1,3 Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2		•	-		3,000			-	19,900 484	
Leased Car 50,000 - 50,000 3,522 6,962 14% - 43,0 Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2			-		-			-	1,333	
Total Travel 87,650 - 87,650 8,663 15,042 17% - 72,6 Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2	-		-					-		
Total Other Operating Expenditures 531,550 - 531,550 43,752 97,344 18% - 434,2									43,038	
	lotal Iravel	87,650	-					-		
Total Commissioners \$ 611,550 \$ - \$ 611,550 \$ 52,154 \$ 115,264 19% \$ - \$ 496,2	Total Other Operating Expenditures	531,550	-	531,550	43,752	97,344	18%	-	434,206	
	Total Commissioners	\$ 611,550	\$ -	\$ 611,550	\$ 52,154	\$ 115,264	19%	\$ -	\$ 496,286	

September 30, 2010

Earmarked Funds				Year-To-Date : 25%						
	Original	Budget	Amended	Expended						
	Budget	Amendments	Budget	September	to Date	%	Encumb	Balance		
Administration										
Salaries						2521		¢ 457.670		
Classified Positions	\$ 214,000	\$ -	\$ 214,000	\$ 17,160	\$ 56,321	26%	\$ -	\$ 157,679		
Temporary Employees	3,500	-	3,500	619	1,880 835	54% 84%	-	1,620 165		
Terminal Leave	1,000		1,000 218,500	17,779	59,036	27%		159,464		
Total Salaries	218,500	-	210,300	17,779	55,030	27/0		155,404		
Other Operating Expenditures										
Contractual Services										
Office Equipment Service	4,904	-	4,904	₩	3,613	74%	-	1,291		
Copying Equipment Service	2,000	-	2,000			0%	-	2,000		
Print/Bind/Advertisement	4,650	-	4,650	404	404	9%	-	4,246		
Print Pub Annual Reports	22	-	22	-	25.400	0%	-	22 155,470		
Data Processing Services	181,658		181,658	15,737	26,188	14%	-			
Freight Express Delivery	15,500		15,500	57	62	0%	-	15,438 3,693		
Telephone	4,493	-	4,493	373	800	18% 15%	-	1,633		
Cellular Phone Service	1,925	=	1,925	146	292	15% 0%	_	1,000		
Education & Training Services	1,000	-	1,000	2 4 7 7	C 207	18%	-	28,740		
Attorney Fees	34,947	-	34,947	3,177	6,207		_	230		
General Repair	230	-	230	-	400	0%	-	250		
Audit Acct Finance	100	-	100	-	100	100%	-	636		
Catered Meals	1,000	-	1,000	364	364	36%	-			
Other Professional Services	2,000	-	2,000	-	50	3%		1,950		
Other Contractual Services	445		445	20,703	38,525	100% 15%		216,349		
Total Contractual Services	254,874	•	254,874	20,703	38,323	1370	•	210,343		
Supplies & Materials										
Office Supplies	9,743	44	9,743	358	1,290	13%	-	8,453		
Subscriptions	175	-	175	-	-	0%	-	175		
Copying Equipment Supplies	3,934	-	3,934	354	539	14%	-	3,395		
Printing	1,964	-	1,964	-	52	3%	-	1,912		
Data Processing Supplies	2,075	-	2,075	-	47	2%	-	2,028		
Postage	7,100		7,100	563	2,376	33%	-	4,724		
Maint/Janitorial Supplies	98	-	98	15	44	45%	-	54		
Fees & Fines	25	-	25	-	25	100%	-	-		
Gasoline	36	-	36	-		0%	-	36		
Promotional Supplies	75	_	75	-	-	0%	-	75		
Employee Recog Award	564	_	564	-	-	0%	-	564		
Other Supplies	100	_	100	-	-	0%	-	100		
Total Supplies & Materials	25,889		25,889	1,290	4,373	17%	-	21,516		
				-						
Fixed Charges			F 070	220	675	11%	_	5,304		
Rental-Cont Rent Payment	5,979		5,979	330	675	20%	-	85,516		
Rent-Non State Owned Property	107,101		107,101	7,195	21,585	83%	-	37,310		
Rent-Other	225		225	108	188 6,091	81%	-	1,400		
Insurance-State	7,490		7,490	-	0,031	0%	-	134		
Insurance-Non State	134		134	-	~	0%	_	3,985		
Dues and Memberships	3,985		3,985	-	-	0%	-	25		
Fees and Fines	25		25	-	-	0%	-	1,000		
Equipment Maintenance	1,000		1,000	-	-	0%	-	1,000		
Equipment Data (Non-Capitalized)	124		124	1.051	2 424		-	7,252		
Sales Tax Paid	9,686		9,686	1,051	2,434 30,972	25% 23%		104,777		
Total Fixed Charges	135,749	-	135,749	8,684	30,972	2370	-	104,777		
Travel (Includes Leased Car)										
In State - Meals Non-Reportable	21		21	-	-	0%	-	21		
In State - Registration Fees	-	_		-	-	0%	-	-		
Leased Car	12,500	-	12,500	877	1,911	15%		10,589		
Total Travel	12,521		12,521	877	1,911	15%	-	10,610		
Equipment										
Equipment Data Processing- PC's	35,000	-	35,000	-	**	0%	30,165	4,835		
Total Equipment	35,000		35,000	-	-	0%	30,165			
• •				-		<i></i>				
Total Other Operating Expenditures	464,033	-	464,033	31,554	75,781	16%	30,165	358,087		
	\$ 682,533	\$ -	\$ 682,533	\$ 49,333	\$ 134,817	20%	\$ 30,165	\$ 517,551		

September 30, 2010

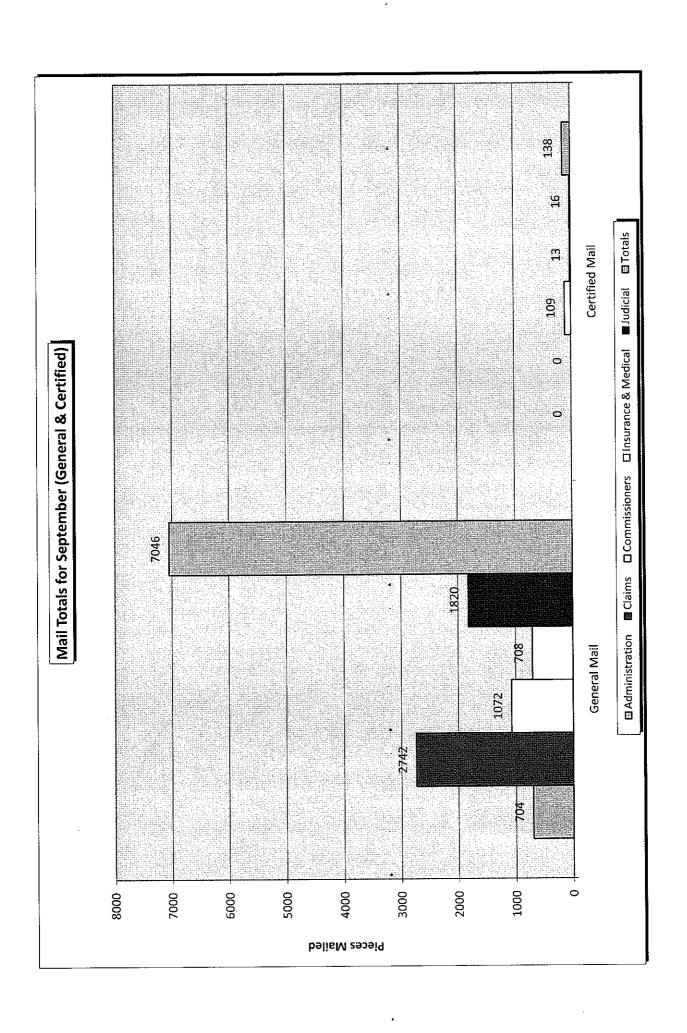
				Year-To-Date : 25%					
	Original	Budget	Amended	Expended	Year				
	Budget	Amendments	Budget	September	to Date	%	Encumb	Balance	
ims									
Salaries									
Classified Positions	\$ 301,000	\$ -	\$ 301,000	\$ 24,726	\$ 67,415	22%	\$ -	\$ 233,585	
Temporary Positions	4,000	-	4,000	801	4,574	114%	-	(574	
Terminial Leave	1,000		1,000		582	58%		418	
Total Salaries	306,000	-	306,000	25,527	72,571	24%	-	233,429	
Other Operating Expenditures									
Contractual Services									
Office Equipment Services	200	-	200	-	90	45%	-	110	
Print / Bind / Adv	750	-	750	404	404	54%	-	346	
Print Pub Annual Reports	22	-	22	-	-	0%	-	22	
Data Processing Services	26,933	-	26,933	3,739	7,645	28%	-	19,288	
Freight Express Delivery	500	-	500	-	-	0%	-	500	
Telephone	3,000	-	3,000	223	696	23%	-	2,304	
Temporary Services	13,000	-	13,000	2,297	6,766	52%	-	6,234	
Other Professional Services	3,000		3,000			0%	-	3,000	
Total Contractual Services	47,405	•	47,405	6,663	15,601	33%	-	31,804	
Supplies & Materials		•							
Office Supplies	3,913	-	3,913	220	3,957	101%	-	(44	
Copying Equipment	2,000	-	2,000	354	354	18%	-	1,640	
Printing	2,000	-	2,000	-	-	0%	÷	2,000	
Data Processing Supplies	75	-	75	-	53	71%	-	22	
Postage	14,000	•	14,000	1,538	3,519	25%	-	10,48	
Maint/Janitorial Supplies	50	-	50	15	44	88%	-	(
Other Supplies	100	-	1.00			0%		100	
Total Supplies & Materials	22,138	-	22,138	2,127	7,927	36%	-	14,211	
Fixed Charges									
Rental-Cont Rent Payment	2,500	-	2,500	156	275	11%	-	2,22	
Rent-Non State Owned Property	73,750	-	73,750	5,560	16,679	23%	-	57,07	
Rent-Other	225	-	225	-	213	95%	-	17	
Insurance-State	1,080	-	1,080	-	997	92%	-	8:	
Insurance-Non State	134	-	134	-	-	0%	-	13	
Equipment Maintenance	1,000		1,000			0%	-	1,00	
Total Fixed Charges	78,689	-	78,689	5,716	18,164	23%	-	60,52	
Travel (Includes Leased Car)									
In State - Meals (Non-Reportable)	300	-	300	63	150	50%	-	15	
In State - Lodging	500	-	500	152	398	80%	-	10:	
In State - Auto Mileage	600	-	600	-	72	12%	-	528	
Reportable Meals	100	-	100	-	13	13%	-	8	
Leased Car	250		250			0%	-	25	
Total Travel	1,750	-	1,750	215	633	36%	-	1,11	
Total Other Operating Expenditures	149,982	-	149,982	14,721	42,325	28%	-	107,657	
tal Claims	\$ 455,982	\$ -	\$ 455,982	\$ 40,248	\$ 114,896	25%	\$ -	\$ 341,080	

September 30, 2010

						Year-T	o-Date :	25%	
	Original	Budget	Amended	Expend	ded	Year			
	Budget	Amendments	Budget	Septem	ber	to Date	<u>%</u>	Encumb	Balance
nsurance and Medical Services									
Salaries				o					,
Classified Positions	\$ 383,000	\$ -	\$ 383,000		,886	\$ 92,486	24%	\$ -	\$ 290,514
Temporary Employees	15,018	-	15,018	1,	,251	8,389	56%	-	6,629
Special Contractual Employee	4,635		4,635				0%		4,635
Total Salaries	402,653	-	402,653	33	,137	100,875	25%	-	301,778
Other Operating Expenditures									
Contractual Services									
Office Equipment Service	200	-	200		~	-	0%	-	200
Copying Equipment Service	1,000	-	1,000		~	-	0%	-	1,000
Print/Bind/Advertisement	3,400	-	3,400		446	446	13%	-	2,954
Print Pub Annual Report	24	-	24		-	-	0%	-	24
Data Processing Services	24,864	**	24,864	٠ 4	,065	11,476	46%	-	13,388
Telephone	2,626	-	2,626		232	551	21%	-	2,075
Other Professional Services	2,387		2,387		435	700	29%	-	1,687
Other Contractual Services	3,200		3,200				0%		3,200
Total Contractual Services	37,701	-	37,701	5	,178	13,173	35%	-	24,528
Supplies & Materials									
Office Supplies	6,000	-	6,000		440	181	3%	-	5,819
Copying Equipment	3,000	-	3,000		391	391	13%	-	2,609
Printing	1,500	-	1,500		•	104	7%	-	1,396
Data Processing Supplies	1,000	-	1,000		-	~	0%	-	1,000
Postage	21,825	-	21,825		635	2,518	12%	-	19,307
Maintenance/Janitorial Supplies	75	-	75	*	16	48	64%	-	27
Other Supplies	100	-	100		-		0%		100
Total Supplies & Materials	33,500	-	33,500	1	,482	3,242	10%	-	30,258
Fixed Charges									
Rental-Cont Rent Payment	2,104	-	2,104		177	429	20%	-	1,675
Rent-Non State Owned Property	56,400	-	56,400	3	,924	11,773	21%	-	44,627
Rent-Other	225	-	225		-	213	95%	-	12
Insurance-State	1,101	-	1,101		-	1,018	92%	-	83
Insurance-Non State	148	-	148		-	-	0%	-	148
Equipment Maintenance	942	-	942		-	-	0%	-	942
Sales Tax Paid	1,300	-	1,300		247	1,662	128%	-	(362
Total Fixed Charges	62,220	-	62,220	4	,348	15,095	24%	•	47,125
Travel (Includes Leased Car)									
In State - Meals (Non-Reportable)	50	-	50		50	88	176%	-	(38
Reportable Meals	50	-	50		7	21	42%	~	29
In State - Lodging	158	-	158		96	96	61%		62
Total Travel	258	-	258	-	153	205	79%	•	53
Total Other Operating Expenditures	133,679	-	133,679	11	,161	31,715	24%	-	101,964
Total Insurance and Medical Services	\$ 536,332	\$ -	\$ 536,332	\$ 44	1,298	\$ 132,590	25%	\$ -	\$ 403,742

September 30, 2010

Earmarked Funds						Voor T	o-Date : 2	25%	
	0.42	Dd	Amended	Expend	lod.	Year	O-Date : 2	2370	
	Original Budget	Budget Amendments	Budget	Septem		to Date	%	Encumb	Balance
Judicial									
				ď					
Salaries Classified Positions	\$ 322,000	\$ -	\$ 322,000	\$ 26,	,765	\$ 80,100	25%	\$ -	\$ 241,900
Total Salaries	322,000	-	322,000		,765	80,100	25%		241,900
	,								
Other Operating Expenditures Contractual Services									
Office Equipment Services	180	-	180			-	0%	-	180
Print/Bind/Advertisement	500	-	500	-	361	361	72% 0%	-	139 20
Print Pub Annual Reports	20	-	20 37,803	3	- 588,	7, 1 19	19%	_	30,684
Data Processing Services Freight Express Delivery	37,803 150	_	150	٥,	,300		0%	_	150
Telephone	3,000		3,000	-	199	412	14%	-	2,588
Cellular Phone Service	1,225	_	1,225		93	186	15%	-	1,039
Other Professional Services	200	-	200		-	-	0%		200
Total Contractual Services	43,078	-	43,078	4	,241	8,078	19%	-	35,000
Supplies & Materials									
Office Supplies	4,775	-	4,775		195	443	9%	-	4,332
Copying Equipment Supplies	1,949	_	1,949		316	330	17%	-	1,619
Printing	2,500	-	2,500		-	-	0%	-	2,500
Data Processing Supplies	75	_	75		-	-	0%	-	75
Postage	12,580	-	12,580	1	,014	3,247	26%	-	9,333
Maintenance/Janitorial Supplies	50	-	50	•	13	26	52%	-	24
Promotional Supplies	20	-	20		-	-	0%	-	20
Other Supplies	75		75				0%		75
Total Supplies & Materials	22,024	-	22,024	1	,538	4,046	18%	•	17,978
Fixed Charges									
Rental-Cont Rent Payment	1,750	-	1,750		63	119	7%	-	1,631
Rent-Non State Owned Property	63,750	-	63,750	4	,906	14,717	23%	-	49,033
Rent-Other	225	~	225		_	213	95% 106%	-	12 (62)
Insurance-State	1,121	-	1,121		-	1,183	0%	-	120
Insurance-Non State	120		120		,969	16,232	24%		50,734
Total Fixed Charges	66,966	-	66,966	-	,903	10,232	2470		30,734
Travel (Includes Leased Car)							00/		250
In State - Meals / Non-Reportable	250	-	250		12	-	0% 66%	-	34
Reportable Meals	100	-	100 400		1 3	66	0%	-	400
In State - Lodging	400	-	2,200		106	511	23%	_	1,689
In State - Auto Mileage	2,200 100	_	100		100	J11 -	0%	-	100
In State - Misc Travel Expense Out State - Auto Mileage	300	_	300			~	0%	-	300
Total Travel	3,350	-	3,350		119	577	17%	•	2,773
Total Other Operating Expenditures	135,418	-	135,418	10),867	28,933	21%	-	106,485
•	\$ 457,418	\$ -	\$ 457,418	\$ 37	7,632	\$ 109,033	24%	\$ -	\$ 348,385
Total Judicial	\$ 437,410	.	3 437,420	, J,	,032	7 103,033	2.170	•	*
Earmarked Funds									
Department Totals			_						4
Commissioners	\$ 611,550	\$ -	\$ 611,550		2,154	\$ 115,264	19%		\$ 496,286
Administration	682,533	-	682,533		9,333	134,817	20%	30,165	517,551 341,086
Claims	455,982		455,982		0,248	114,896	25% 25%		403,742
Insurance & Medical	536,332		536,332		4,298 7,632	132,590 109,033	24%		348,385
Judicial Total Departmental Expend	457,418 \$ 2,743,815		457,418 \$ 2,743,815		3,666	\$ 606,600	22%		\$ 2,107,050
•									
Employer Contributions	375,000	-	375,000	5	5,848	127,688	34%		247,312_
Total Earmarked Funds	\$ 3,118,815	\$ -	\$ 3,118,815	\$ 279	9,513	\$ 734,289	24%	\$ 30,165	\$ 2,354,361
Capital / Computer Project Carryforward	\$ 54,761	\$ -	\$ 54,761	\$		\$ 1,580	3%	\$ -	\$ 53,181



WCC IT Projects Status Report

****	Timing and the second s		Issues / Comments						AA's have not requested new templates. Will continue with exitisting - close this request	AA's have not requested new templates. Will continue with extitsting - close this request		Will begin after Consent orders			
	Status Key: Not Started		me d'to e Lead						closing						
	Status		% of time devoted to % of completion issue						25% 10%	25% 10%		%0 %0	%0 %0	%0 %0	%0 %0
	October	ं अंति।	Due Date % of	November 2010	November 2010	December 2010	August 2010	August 2010	July 2010	July 2010	November 2010	TBD	TBD	January 2012	January 2012
			Regulation				67-213	67-213	67-213	67-213	67-213	67-213	67-213	67-211	67-205
			Sub Project	TPA's - attached to claim not carrier code modifications	Attomey add feature		Electronic Service Intitatives- Appeal Notices	Electronic Service Initiatives IC Notices	Electronic Service Initiatives Fine Orders Template	Electronic Service Initiatives Administrative Orders Template	Electronic Service Initiatives Consent Orders	Electronic Service Initiatives Clinchers	Electronic Service Initiatives Fee Petitions	Electronic Service Initiatives - Receipt of electronic pleadings	Electronic receipt of any form form
	Period		Key Projects	3 Phase II - Progress EDI/eCase	eCase Enhancements	3 Phase II - Claims EDI	4c Electronic Service Initiatives								
:	_		#:	в		3	40	44	94	44	94	4h	4i	4]	4k

WCC IT Projects Status Report

	Period			October		Status Key: Not Started	lot Started		Timing	
										SACTOR NO.
						% of time				
						devoted to				
**	Key Projects	Sub Project	Regulation	Due Date	% of completion	enssi	Lead	sal	Issues / Comments	
		12 M Revamo of current								,
		Minor Medical Reporting								
4	4	from Carriers	67-412	January 2012	%0	%0				

			Status
			Assigned to
	% of time	devoted to	issue
			% complete
Memberreine		Estimated	completion
			Start date
			Project
			Maintenance issue
	-		Priority

	Had to back out due to differences between dev and prod		Will be receiving the employer FEIN for Self Insured from NCCI so we will be able to show address				
Duane	Duane	Duane	Betsy	Duane	Duane	Amanda	Amanda
10%	%0	%0	%5	%0	10%	%0	10%
ongoing	tbd	pqt	10/31/2010		bujobuo		ongoing
August	June	June	June	tbd	ongoing		ongoing
EDI Coverage	Progress	K Love	Coverage	eService	all departments	Judicial	all departments
NCCI issue relating to changes to key fields, such as fEIN's has been identified by NCCI 2 and has not been evaluated by WCC	3 Modification to F18 functions in Progress	4 New Face Sheet Template	Self Insurered PDF generated and pushed to 5 website	6 New report for tracking eService compliance	FOIA report requests, general issues and 7 questions from Coverage, claims and Judicial	1 Add warning on closed file with Jar	FOIA report requests, general issues and 2 questions from Coverage, claims and Judicial all departments
	fields, NCCI EDI Coverage August ongoing 10%	fields, NCCI EDI Coverage August ongoing 10% Duane sss Progress June tbd 0% Duane	NCCI EDI Coverage August ongoing 10% Duane ass Progress June tbd 0% Duane K Love June tbd 0% Duane	re relating to changes to key fields, Fields by NCCI EDI Coverage August ongoing 10% Duane not been evaluated by WCC EDI Coverage August ongoing 10% Duane tion to F18 functions in Progress Progress June tbd 0% Duane be Sheet Template K Love June tbd 0% Duane Incred PDF generated and pushed to Coverage June 10/31/2010 5% Betsy	relating to changes to key fields, relating to changes to key fields, relating to changes to key fields, relating to changes been identified by NCCI and been evaluated by WCC	re relating to changes to key fields, relating to changes to key fields. FEIN's has been identified by NCCI and been evaluated by NCCI and been evaluated by NCCI and been evaluated by WCC and been ev	tion to F18 functions in Progress Progress Detected PDF generated and pushed to recreated PDF generated and pushed to recreated PDF generated and pushed to recreated PDF generated and pushed to coverage University generated sissues and strom Coverage, claims and Judicial all departments ongoing ongoing 10% Amanda Undicial University generated Service Coverage University Generated

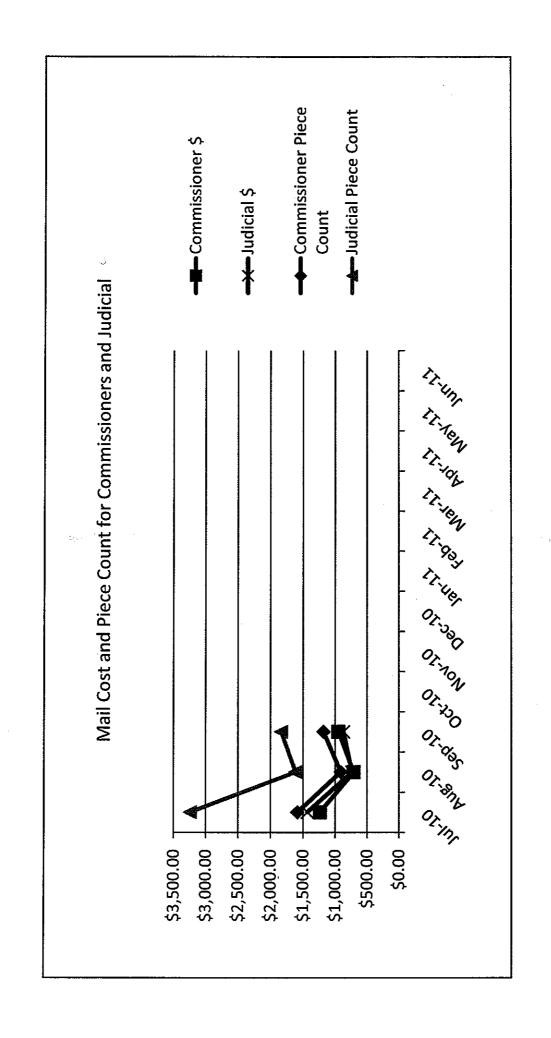
		· .		% of time		
Project	Sub Project	Due Date	% of completion issue	Issue	Assigned to	Status
2 PC/laptop purchase	Refresh	8/30/2010	95	20%	Betsy	waiting on 3 upgraded laptops - delivery quoted as 11/5/2010
3 Work Flow		CBT	%0	%0	Gary/Betsy	
Se lite annumeror menoration		RUSCALI STATE		(0)	Solding Solding	

WCC IT Bengarks and Metrics Worksheet
Period Ending: October

‡		Regulatio								
ŧ	Ney Trojects	<u> </u>	STAGGE STAGE	Months	weignt%	% complete	Due Date	Actual Date	Assigned to	issues (Comments
Ш										
က	Phase II - Progress EDI/eCase	eCase	eCase	Attornevs	33%	33%	11/1/2009	11/1/2009	Disne	hetnemelumi
Ш				Carriers	33%	33%	11/1/2009	11/1/2009	Duane	implemented
				ТРА	33%	28%	10/30/2010		jjelS 11	coding is complete and ready in QA. Working with Claims and Coverage to set up Focus Group with TPS's for late October.
က	Phase II - Progress EDI/eCase	eCase	Enhancement - Attorney Add		100%	%06	10/30/2010		ITStaff and Judicial	Code is complete and ready in QA.Working with Judicial to show staff and set up a Focus Group for input from Attorneys prior to going live.
2	5 Phase II - Claims EDI		Rollout list	Dec-10					Duane Amanda	deploy one carrier at a time. Need roll out list and implementation steps.
8	Electronic Service Initiatives- 6b Appeal Notices	67-213	Review Process	began 4/7/10	25%	25%	8/30/2010	6/30/2010	Amanda	Notices printed in batch; different process from
			Revise Template		25%	25%	8/30/2010	6/30/2010	Amanda Duane	hearing notices. More complex programming
			Development - Bravepoint		25%	25%	8/30/2010	9/3/2010	BravePoint	finalizing tes Production
			Training / Implementation		25%	25%	10/1/2010	10/5/2010	staff/BravePoint	1 1
99	Electronic Service Initiatives IC Notices	67-213	Review Process		25%	25%	8/30/2010		Amanda	Notices printed in batch; different process from
			Revise Template		25%	25%	8/30/2010	9/23/2010	Amanda Duane	
			Development - Bravepoint		25%	25%		9/3/2010	BravePoint	complete
			Training / Implementation		25%	25%	10/1/2010	10/5/2010	Amanda	fianlizing testing and move to production slated for 10/1/2010 or sooner
မွ	Bectronic Service Initiatives Fine Orders Template	67-213	Develop Template		50%	25%	8/30/2010	Closed		AA's have not requested new templates. Will continue with extitsting - close this request
LL		and the second second	Training / Implementation		20%					
8	Electronic Service Initiatives Administrative Orders Template	67-213	Develop Template		20%	25%		Closed		AA's have not requested new templates. Will continue with exitisting - close this request
			I raining / Implementation		50%					
ge	Electronic Service Initiatives Consent Orders	67-213	Demo and Procure software		5%	3%	7/15/2010	8/4/2010	Betsy/Amanda	Waiting on approval to purchase

WCC IT Ber, marks and Metrics Worksheet
Period Ending: October

		6.5								
#	Key Projects	Regulatio	Stage	Months	welaht%	% complete	Due Date	Actual Date	Actual Date Assigned to	Issues / Comments
			Figure out Commisioners Signature on Documents		15%	15%		8/4/2010		
			figure out Certificate of Service		15%	15%	9/30/2010	.9/1/2010		
			Automate Virtual Print in Adobe		5%	%0	9/30/2010			Working with Adobe to determine best method to automate
		- _	Work flow		10%	5%	11/30/2010			
			Training / Implementation	Huffstetler	%/		11/30/2010			
				Williams	1%		11/30/2010			
				Roche	%/		11/30/2010			
				Beck	%2		11/30/2010			
				Wilkerson	%2		11/30/2010			
				Bardon	%2	-7	11/30/2010			
				Lyndon	2%		11/30/2010			
\prod			· 一、一、一、一、一、一、一、一、一、一、一、一、一、一、一、一、一、一、一、							
Ą	Electronic Service Initiatives Clinchers	67-213	Clinchers							similar to CO process
Ē										The second of th
L										Heard request from Commissioners to
	Electronic Service Initiatives									move this up in the process as it would make their workload easier
ගි	Fee Petitions	67-213	Fee Petitions							similar to CO/Clincher process
	Electronic Service Initiatives -		Hearing requests 50, 52.54, 21, 15.III, 30 Responses to Pleadings 51.				, , , , , , , , , , , , , , , , , , , 			SFTP? Then automate import into OnBase?
æ	m	67-211	53, 55							
6	Electronic receipt of any form or document	67-205								SFTP? Then automate import into OnBase?
Ĺ	The letter of the second secon									and the second of the second o
9	Revamp of current Minor cal Reporting from Carriers	67-412								EDI Claims R.3
	(Ole)									



Department of Insurance & Medical Services South Carolina Workers' Compensation Commission October 2010 Monthly Report

•	July	August	August September	October	November December	January	February	March	April	May	June	2010-2011
SELF INSURANCE New Seif-Insurers Approved Seif Insurance Tax Collected	11	6	11 \$35,282 \$147,818 \$1,647,285									31 \$1,830,385
COMPLIANCE Cases Active at Beginning of Period Cases Initiated Cases Closed Cases Active at End of Period	422 203 25 600	600 203 49 754	754 140 222 672									546 296 \$225.810
Total Fines Assessed - Employer wage / coverage screening - Underlying claim / uninsured employer - Random Investigation Total Fines Collected	\$49,965 \$30,050 \$19,915 \$0 \$15,975	\$63,553 \$23,715 \$36,188 \$3,650 \$20,704	\$112,292 \$25,140 \$87,152 \$0 \$27,075									\$78,905 \$78,905 \$143,255 \$3,650 \$63,754
- Employer wage / coverage screening - Underlying claim / uninsured employer - Random Investigation - Fines Waived/Rescinded/Uncollectable - Waived - Rescinded - Uncollectable	\$14,175 \$1,800 \$0 \$25,770 \$8,370 \$17,400	\$13,634 \$7,070 \$0 \$77,180 \$13,775 \$63,405	\$17,435 \$9,640 \$0 \$43,411 \$5,520 \$37,891									\$45,244 \$18,510 \$0 \$146,361 \$27,665 \$118,696
Employers Withdrawing From the Act Coverage Fines Assessed Coverage Fines Collected Coverage Fines Waived Number of 12As Filed EDI Number of 12As Filed Manually Total Number of WCC Files Created Number of Fatalities Filed on 12As	\$18,400 \$67,795 \$1,000 1,762 336 2,098	\$19,600 \$21,600 \$2,400 1,747 458 2,205	\$4,400 \$18,500 \$1,604 1,689 376 2,065									\$42,400 \$107,895 \$5,004 5,198 1,170 6,368
MEDICAL SERVICES Bills Pending at Beginning of Period Bills Received Bills to be Reviewed Bills Reviewed this Month Bills Pending at End of Period	76 83 159 66 93	93 90 183 124 59	59 85 144 102 42									258

Division July August Sa 2,205 2,244 314 508 6,013 6,130 1,113 1,162 276 283 663 775 117 380 708 893 11 29 102 150 2,268 2,508		
Division July August Sept Oct Nov Dec Jan Feb March Ct. 3.249 Ct. Nov Dec Jan Feb March Ct. 3.249 Ct. Nov Dec Jan Feb March Ct. 1,304 Ct. Nov Dec Jan Feb March Ct. 3.249 Ct		
August Sept Oct Nov Dec Jan Feb March 14 508 399 13 6,130 5,913 14 1,162 1,304 15 283 339 17 380 336 18 893 824 19 25 25 8 2,914 10 29 25 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6		
July August Sept Oct Nov Dec Jan Feb March 2,205 2,244 2,349 8		
July August Sept Oct Nov Dec Jan Feb March 2,205 2,244 2,349 9		
2,205 2,244 314 508 6,013 6,130 1,113 1,162 276 283 663 775 117 380 708 893 11 29 102 150 2,268 2,508	I May June	Total
314 508 6,013 6,130 1,113 1,162 276 283 663 775 117 380 708 893 11 29 102 150 2,268 2,508		6,798
6,013 6,130 1,113 1,162 276 283 663 775 117 380 708 893 11 29 102 150 2,268 2,508		1,221
1,113 1,162 276 283 663 775 117 380 708 893 11 29 102 150 2,268 2,508		18,056
276 283 663 775 117 380 708 893 11 29 102 150 2,268 2,508		3,579
663 775 117 380 708 893 11 29 102 150 2,268 2,508		868
117 380 708 893 11 29 102 150 2,268 2,508		2,151
708 893 11 29 102 150 2,268 2,508		833
11 29 102 150 2,268 2,508		2,425
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II. Fines Assesed by Claims Department	y Claims L)epartmen	42										
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Number Assessed	1,195	669	839										2,733
Number Rescinded	250	275	186										711
Number Reduced	35	39	24										98
Number Paid	742	722	280										2,044
Number Outstandi	3,685	3,387	3,460										3,460
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Total Amt. Assess	\$245,850	\$245,850 \$147,800	\$170,800										\$564,450
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Total Amt. Paid	\$147,025	₹	₹										\$411,175
Total Outstanding	\$754,598	\$754,598 \$697,323	1										\$707,148
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SCWCC Judicial Report



October 2010

Judicial Report

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Pleadings Assigned

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SVM = State Vehicle Miles 2791.00 PVM = Personal Verhicle Miles 2332.20 T = Time 632.75 H = Hotel Cost 682.99		Totals FY 2010-2011
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State of South Carolina

1333 Main Street, 5th Floor P.O. Box 1715 Columbia, S.C. 29202-1715



TEL: (803) 737-5700 FAX: (803) 737-5764

Workers' Compensation Commission

Executive Director's Report October 25, 2010

Fines and Assessments Aging Report

The attached Fines and Assessments Aging Report reflects the number and amount of fines assessed for the 2 month period in FY 2010-11.

Personnel Recruitment

Bryan Berthelette was employed into the Claims Examiner I position in the Claims Department effective October 18, 2010.

Employee Meetings

The agency All Employee Meeting was held on September 23.

Four employees participated in the employee focus group with the Executive Director on September 30.

Constituent Services/Public Information

During the previous 30 days the Executive Director's Office made 93 contacts with various system constituents. They were as follows: 87 telephone communications; 23 electronic contacts with claimants or constituents, state agencies, federal agencies; congressional offices, attorneys, service providers, or business partners; and prepared 2 responses to FOIA requests.

SC Workers' Compensation Educational Association Annual Meeting

The Executive Director attended the SC Workers' Compensation Association Annual Meeting October 18-20, 2010 in Myrtle Beach, SC.

10/20/2010

Page

Summary All Depts	Depts.											
	July	August	Sept	Oct	ΛON	Dec	Jan	Feb	Mar	April	May	June
Total	\$1,489,356	\$1,398,959	\$1,476,516									
Count	4,982	4,684	4,686									
> 91 Days	\$922,663	\$958,379	\$1,036,625									
Count	2,706	2,991	3,111									
61-90 Days	\$113,563	\$111,665	\$91,009					_				
Count	552	431	417									
31-60 Days	\$210,132	\$140,749	\$126,743									
Count	189	299	386									
< 30 days	\$240,942	\$188,166	\$222,139									
Count	1,037	663	772									
Of Fines Over	Of Fines Over 90 Days Old											
Orders	\$5,310	\$4,785	\$4,685									
Count	31	25	24									
Judgments	\$201,174	\$201,174	\$201,174									
Count	537	289	537									

June								T									June				1										T	
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Sept	\$895,763	4319	\$588,563	2863	\$83,050	397	\$76,850	344	\$147,300	715		\$4,685	24	\$94,468	484		Sept	\$478,294	137	\$365,865	110	\$4,400	2	\$39,588	7	\$68,441	18				\$106,706	53
August	\$879,038	4,231	\$567,113	2768	\$76,950	367	\$115,775	554	\$119,200	542		\$4,785	25	\$94,468	484		August	\$435,738	127	\$359,495	108	\$16,940	4	\$16,715	9	\$42,588	6				\$106,706	53
July	\$936,013	4,512	\$517,963	2519	\$100,350	487	\$121,200	292	\$196,500	939	Days Old	\$5,310	31	\$94,468	484		July	\$471,195	135	\$382,785	111	\$370	_	\$64,675	12	\$23,365	1-	Days Old			\$106,706	53
Claims	Division Total	Count	> 91 Days	Count	61-90 Days	Count	31-60 Days	Count	< 30 days	Count	Of Fines Over 90 Days Old	Orders	Count	Judgments	Count		Compliance	Division Total	Count	> 91 Days	Count	61-90 Days	Count	31-60 Days	Count	< 30 days	Count	Of Fines Over 90 Days Old	Orders	Count	Judgments	Count

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Coverage	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$63,275	\$57,975	\$75,776									
Count	298		161									
> 91 Days	\$13,675	\$21,475	\$65,126									
Count	20		107									
61-90 Days	\$12,400	\$11,0	\$3,000									Ī
Count	62	99	15									
31-60 Days	\$21,000	006'9\$	\$4,250									
Count	105	35	22									
< 30 days	\$16,200	\$18,600	\$3,400									
Count	81	66	17				:					
Of Fines Over 90 Days Old	30 Days Old											
Orders												
Count												
Judgments												
Count												
Judicial	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$18,873	\$26,208	\$26,683									
Count	37		69									
> 91 Days	\$8,240	\$10,296	\$17,071									
Count	26	26										
61-90 Days	\$443	\$6,775	\$559									
Count	2	5	3									
31-60 Days	\$3,257	\$1,359	\$6,055								·	
Count	3	4	13									
< 30 days	\$4,877	\$7,778	\$2,998									
Count	9	19	22									

TO: Gary M. Cannon, Executive Director

FROM: Al McCutcheon

DATE: October 20, 2010

RE: Outstanding Fines Status

The following is the requested status of outstanding fines in the Compliance and Coverage Divisions of the Insurance and Medical Services Department:

Compliance

There are two categories for Compliance fines: cases with underlying claims; and cases without underlying claims. Cases with underlying claims are those cases in which a claim has been filed but there is no record of the employer having coverage. Cases with no underlying claims are the cases where employers are discovered to have no coverage through the search of the Employment Security Commission records or a random coverage check.

The procedure for collection of fines is as follows:

1. Employers suspected of not having insurance are sent a letter requesting verification they have coverage and are given 14 days to respond. Failure to respond and to immediately acquire insurance will result in fines being assessed at \$1.00 per day for each employee, a minimum of \$10.00 per day and a maximum of \$100.00 per day.

Thirty-nine violation letters were issued during the month of September.

2. For cases without an underlying claim, if the employer immediately comes into compliance after the initial notification, the assessed fine is \$750 for 10 or less employees and \$1,000 for 11-20 employees.

Nineteen compliance agreements were received during the month of September.

3. If there is no response and we can prove the employer is subject to the Workers' Compensation Act, the Compliance Division subpoenas the employer to an Order and Rule to Show Cause hearing. These hearings are scheduled every 30 days.

Eight subpoenas were issued in September. The next Order and Rule to Show Cause hearing is scheduled for November 30, 2010.

4. Along with the subpoena, the employer is provided a letter offering the opportunity to settle in lieu of attending the hearing. However, if the employer does not settle, and the employer is found to be subject to the Act at the hearing, an order is issued finding the employer in violation of the Act. In most instances, the order stipulates maximum fines and penalties. Orders are issued within 30 days after the hearing.

One order resulting from the August 26, 2010 Order and Rule to Show Cause hearing was published in September.

5. If there is no response to the order, a civil judgment is filed within 45 days.

Twelve civil judgments were filed during the month of September.

6. Further contact with the employer (telephone and letter) is attempted by the Director of Compliance. If the employer remains willfully uninsured, the Director of Compliance files a criminal complaint with the jurisdictional magistrate. This new procedure for the Department has yet to be finalized with legal counsel.

Coverage

There are two types of fines assessed on carriers by the Coverage Division:

- A. Late filing for policies not received within 30 days of the policies' effective date.
- B. 12M Minor Medical Fines

In January - March 2010, approximately 200 carriers were sent a final notice on fines over 90 days old. Carriers were advised that failure to pay outstanding fines would result in a subpoena being issued requiring attendance at an Order and Rule to Show Cause Hearing. Initially, these carriers owed \$207,375 in fines over 90 days old. This total was reduced to \$36,606 as of September 14, 2010. However, we have recently added \$15,135 in 12M late penalties to this list of outstanding fines. Carriers receiving these 12M late penalties have been subpoenaed to the November 30, 2010 Order and Rule to Show Cause hearing.

TO: Commissioners

FROM: Al McCutcheon, Director,

Insurance and Medical Services

DATE: October 25, 2010

RE: Review of Medical Services Provider Manual Payment

Methods

This presentation is being held to review and discuss the alternative Medical Services Provider Manual payment methods available to the Commission. A decision is needed in order to proceed with development of the 2011 Medical Services Provider Manual.

Background:

A Medical Services Provider Manual Advisory Committee was established by the Commission at their January 25, 2010 meeting. The first meeting of the committee was held on March 15, 2010. The Advisory committee was tasked to evaluate using multiple conversion factors calculating the Maximum Allowable Payment (MAP) for medical services as provided in the Commission's Medical Services Provider Manual. The Committee also evaluated using the Center for Medicare and Medicaid Services (CMS) Resource Based Relative Values Scale (RVRBS) values plus a predetermined percentage for calculating the MAP. The committee met four times and submitted a final report on July 13, 2010. Committee Chairman Mark Arden presented the committee's final report at the July 19, 2010 meeting of the Full Commission. The recommendation of the Advisory Committee was to continue using the current payment method with a single conversion factor.

I appreciate your interest and participation in this discussion.

Attachments:

- Advisory Committee Recommendations Package
- 2. Comparison of Payment Methodologies
- 3. Comparison Palmetto GBA calculations
- 4. Medicare National and SC Adjusted Transitional and Fully-Implemented RVUs
- 5. Payment methods Pros and Cons
- 6. Examples of RVU Calculations
- 7. Applicable Statutes and Regulations
- 8. CMS (Medicare) Physician Fee Schedule web site
- 9. Medicare Conversion Factors 2006-2010

State of South Carolina

1333 Main Street, 5th Floor P.O. Box 1715 Columbia, S.C. 29202-1715



TEL: (803) 737-5700 FAX: (803) 737-5764

Workers' Compensation Commission

July 13, 2010

The Honorable T. Scott Beck Chairman SC Workers' Compensation Commission 1333 Main Street Columbia, SC 29202

RE: Medical Services Provider Manual Advisory Committee Report

Dear Chairman Beck:

On behalf of the Medical Services Provider Manual Advisory Committee I am pleased to provide you with the Committee's final report. The committee met four times between March 1 and June 30 to discuss the task assigned by the Commission, review and analyze data, deliberate respective positions and adopt recommendations contained in the attached report.

I would like to thank each member of the committee for their participation and their ability to honestly and openly discuss the various viewpoints on each of the issues and finalize the recommendations within the requested timeframe.

I look forward to presenting our findings and recommendations at the Commission Business Meeting on July 19, 2010.

Sincerely,

Mark Arden, Esq. Chairman

Report of the SC Workers' Compensation Commission Medical Services Provider Manual Advisory Committee July 1, 2010

At the Business Meeting of the SC Workers' Compensation Commission on January 25, 2010 the Commission created an Advisory Committee to review the Commission's current methodology to calculate the Maximum Allowable Payment (MAP) for services in the Medical Services Provider Manual (MSPM) and consider other methodologies including the use of multiple conversion factors for different CPT codes for calculating the MAP or using a Medicare plus payment system for calculating the MAP.

Statutory Authority

The Workers' Compensation Commission is the regulatory agency of the State of South Carolina responsible for overseeing and administering the South Carolina Workers' Compensation Act. SC Code Ann. § 42-1-10 et seq. (1976). The Commission has the authority to approve or deny medical fees, as well as the statutory and regulatory discretion to set the amount of fines. § 42-15-90; R 67-1302

§ 42-15-90. Fees of attorneys and physicians and hospital charges shall be approved by the Commission.

Fees for attorneys and physicians and charges of hospitals for services under this title shall be subject to the approval of the Commission.

R 67-1302. Maximum Allowable Payments to Medical Practitioners.

- A. The Commission shall establish maximum allowable payments for medical services provided by medical practitioners based on a relative value scale and a conversion factor set by the Commission.
- (1) The maximum allowable payments and any policies governing the billing and payment of services provided by medical practitioners shall be published in a medical services provider manual.
- (2) The Commission may review and update the relative values and/or conversion factor as needed.

Current Medical Service Provider Payment System

The current method for calculating the MAP was approved by the Commission in 1995. The MAP is calculated by multiplying the value assigned by the Center for Medicare and Medicaid Services (CMS) Resource Based Relative Values Scale (RBRVS) for the Current Procedural Terminology (CPT) code published by the American Medical Association by a conversion factor approved by the Commission.

During the deliberations for the adoption of the 2010 MSPM the question arose as to whether or not the Commission had the authority to adopt a fee schedule with more than one conversion factor. The Commission requested a legal opinion of the interpretation of R 67-1302 from Kelly Golden, Esq., legal counsel. Ms. Golden is of the opinion, under the current regulations the Commission is limited to the use of a single conversion factor in the calculation of the MSPM. Attachment A is a copy of the opinion.

Advisory Committee

Members of the Committee were appointed by Chairman Roche for the period required to complete the evaluation and present the recommendations to the Commission. The Chairman also appointed Mark Arden, Esq. as chairman of the Committee. Mr. Arden represented the Injured Workers' Advocates Association.

In an effort to obtain input from the interested parties, staff prepared a list of organizations and individuals who may be interested in participating on the committee and presented the list to Chairman Roche. Chairman Roche approved the list and staff contacted the following organizations to invite their participation.

Ambulatory Surgery Center Association Bill Reviewers

- Accident Insurance Company
- Companion Property and Casualty Ins. Co.
- Corvel Corporation

Civil Justice Coalition

Commercial Insurance carriers

- American Insurance Association (AIA)
- Property Casualty Insurers Association (PCI)

Injured Workers' Advocates Association

South Carolina Chamber of Commerce

South Carolina Employee Insurance Program (of SCBCB)

South Carolina Hospital Association

South Carolina Medical Association

South Carolina Orthopaedic Association

South Carolina Property and Casualty Insurance Guaranty Association

South Carolina Self-Insurers Association

South Carolina Small Business Chamber of Commerce

South Carolina Society of Anesthesiologists

South Carolina Workers' Compensation Education Association

State Accident Fund

Third Party Administrators (TPAs)

- Key Risk Management Services
- Palmetto Hospital Trust Services
- Sedgwick CMS

The Accident Insurance Company, Civil Justice Coalition, Sedgwick CMS, and the South Carolina Property and Casualty Insurance Guaranty Association declined the invitation to participate.

Attachment B contains a list of the advisory committee members.

Staff Support

The Commission's Executive Director, the Executive Director's Administrative Coordinator, the Director of Insurance and Medical Services and Commission's Chief Medical Consultant served as ex officio members and provided research, analysis and administrative support.

Committee Process

The Committee met on March 15, April 15, May 14 and June 18. Research information and fiscal impact analysis prepared by staff and information submitted by committee members were distributed to the committee electronically prior to each meeting. This information is found in Attachment C.

Recommendations

The following recommendations were approved by the Committee at their meeting on June 18, 2010.

- 1. The Commission continue the current policy of utilizing the Resource Based Relative Value Scale (RBRVS) and a single conversion factor as the method of calculating the Maximum Allowable Payment (MAP) for each procedure code.
- 2. The Commission adopt an annual review process to adjust the Provider Manual to include a period for stakeholder comments to the Commission.
- 3. The Commission include a complete listing of the HCPCS codes and corresponding fees in the Medical Services Provider Manual.
- 4. The Commission conduct a cost benefit analysis of including American Dental Association (ADA) alphanumeric codes for dental services provided in a workers' compensation claim for the Medical Services Provider Manual.
- 5. The Medical Services Provider Manual Advisory Committee's report to the Commission will include minority reports. (*No minority report provided.*)

Attachments

- A. Legal opinion single vs. multiple conversion factors
- **B.** Committee Roster
- C. Research and fiscal impact information
- D. HCPCS Information

Attachment A

State of South Carolina

1333 Main Street, Suite 500 P.O. Box 1715 Columbia, S.C. 29202-1715



Tel: (803) 737-5700 Fax: (803) 737-1258 www.wcc.sc.gov

Workers' Compensation Commission

December 9, 2009

Mr. Gary M. Cannon Executive Director SC Workers' Compensation Commission 1333 Main Street P.O. Box 1715 Columbia, SC 29202-1715

RE: Request for Opinion

S.C. Code Regs. 67-1302

Dear Mr. Cannon:

You asked for an opinion interpreting S.C. Code Regs. 67-1302. Your specific question is: "Does the regulation ... restrict the Commission to having one conversion factor or does it allow [the Commission] to have more?"

Under current regulations, the Commission is limited to the use of a single conversion factor. My opinion is based on the use of the word "a" preceding the word "conversion factor" The word "a" is an indefinite article used before a singular noun. We use the word "a" before a singular count-noun that begins with a consonant (a cow, a barn, a sheep) and we use the form "an" before singular count-noun that begins with a vowel or vowel-like sound (an apple, an urban blight, an open door).

When interpreting the meaning of a statute or regulation, certain basic principles must be observed. The cardinal rule of statutory interpretation is to ascertain and give effect to legislative intent. State v. Martin. 293 S.C. 46, 358 S.B.2d 697 (1987). Typically, legislative intent is determined by applying the words used by the General Assembly in their usual and ordinary significance. Martin v. Nationwide Mutual Insurance Company, 256 S.C. 577, 183 S.E.2d 451 (1971). Resort to subtle or forced construction for the purpose of limiting or expanding the operation of a statute should not be undertaken. Walton v. Walton, 282 S.C. 165, 318 S.E.2d 14 (1984). Courts must apply the clear and unambiguous terms of a statute or regulation according to their literal meaning. State v. Blackmon, 304 S.C. 270, 403 S.E.2d 660 (1991). Statutes or

Mr. Gary M. Cannon December 9, 3009 Page Two

regulations should be given a reasonable and practical construction which is consistent with the policy and purpose expressed therein. <u>Jones v. South Carolina</u> <u>State Highway Department, 247 S.C. 132, 146 S.E.2d 166 (1966)</u>.

In 1994, two of the recommendations submitted to the Workers' Compensation Commission from its "Physician & Surgeons Fee Schedule Advisory Committee" were:

- Adopt Medicare's resource based relative value system (RBRVS); and
- Adopt a single conversion factor.

The recommendations adopted by the Commission were based on these recommendations by unanimous vote on October 24, 1994.

In 1997, the Commission expressly incorporated the relative value system in an amended Regulation 67-1302 effective June 27, 1997. At that time, the Commission represented to the stakeholders, including the General Assembly, that a single conversion factor system would be implemented. The singular indefinite article "a" appearing before the words "conversion factor" was intentional.

The Commission's intent is further expressed in S.C. Code Regs. 1302 (A) (2) providing that the Commission "may review and update the relative values and / or the conversion factor as needed." [emphasis added.] The word "the" is a definite article because it usually precedes a specific or previously mentioned singular noun. The words "a" and "the" are listed among the noun markers or determiners because they are almost invariably followed by a singular noun.

The intent of the Workers' Compensation Commission to adopt a Medicare patterned Resource Based Relative Value Scale (RBRVS) with a single conversion factor applicable to all procedures, surgical and non-surgical is evidenced not only by the common and usual grammatical rules mentioned above but also by an affidavit by Mr. Gary Thibault. Mr. Thibault's affidavit is available upon request.

As noted in an opinion by the Attorney General of South Carolina dated October 26, 2006, [t]his office, as a matter of policy, typically defers to the administrative interpretation of the agency charged with the enforcement of...(a)...statute in question. See, e.g., Ops. Atty. Gen. dated March 9, 2000 and November 25, 1998. As noted in a prior opinion of that office dated October 20, 1997, "construction of a statute by the agency charged with executing it is entitled to the most respectful consideration...and should not be overruled absent cogent reasons." Moreover, where an administrative interpretation is long-standing and has not been expressly changed by the General Assembly, the agency interpretation is entitled to even greater deference. Marchant v. Hamilton, 279 S.C. 497, 309 S.E.2d 781 (Ct.App. 1983). As recognized in another prior opinion of the Attorney General's office dated March 12, 1997, if an administrative interpretation is reasonable, courts will defer to such construction even if that

Mr. Gary M. Cannon December 9, 3009 Page Three

construction is not the only reasonable one or the one a court would have adopted in the first instance.

Accordingly, this office would defer to the interpretation of S.C. Code Regs. 67-1302 by the those charged with the implementation thereof. Finding no evidence to the contrary, it is my opinion that the current regulation at issue is subject to but one interpretation – that a single conversion factor was intended to be adopted and used by the Commission.

With kind regards, I am,

Counsel to the Commission

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ATTACHMENT B

Medical Services Provider Manual Advisory Committee

May 14, 2010

Nomination

Brian Teusink

Senior Exec. Vice President Palmetto Hospital Trust

Telephone: 803-731-5300 ext.1585

Email: <u>bteusink@phts.com</u>

Jeri Boysia

Vice President & Actuary Rebecca Rabern

Companion Property and Casualty Ins. Co.

Telephone: 803-264-5360

Email: Jeri Boysia@companiongroup.com

Cindy Benton

District Manager

Telephone: 803-451-3401, ext. 3411

Cell: 803-413-4055

Email: Cindy Benton@corvel.com

Randy Pardee

Pardee's Refrig. & Air Conditioning 1101 Miller Avenue Columbia, SC 29203 Cell: 803-606-5541

Email: pardeeshvac@aol.com

Mike Pankey

ASC of Spartanburg 720 N Pine St Spartanburg, SC 29303 Telephone: 864-560-5821 Email: mpankey@srhs.com

Organization

PHT Services, Ltd.

Suite 402, Converse Building 250 Berryhill Road P.O. Box 21099 Columbia, SC 29221-1099

Telephone: 803-731-5300

Companion Property and Casualty Ins. Co.

Post Office Box 100165 Columbia, SC 29202 Telephone: 803-735-0672

Corvel Corporation

200 Center Point Circle, Suite 290 Columbia, SC 29210

Telephone: 803-451-3401

SC Small Business Chamber of Commerce

1717 Gervais Street Columbia, SC 29201 Telephone: 803-252-5733 Email: sbchamber@scsbs.org

SC Assoc. of Ambulatory Surgery Centers

1400 Village Square Blvd, #3-175 Tallahassee, FL 32312

Telephone: 888-526-9450

Contact: Meghan Millard, Deputy Exec. Director

Email: meghan@ascmember.org

Mary Ann Lubeskie

Vice President Claims Medical Programs Lorynda Fish

The Hartford

Email: maryann.lubeskie@thehartford.com

Telephone: 860-547-2894 Admin. Asst: Barbara Leoni

Email: barbara.leoni@theHartford.com

Telephone: 860-547-7644

Rick Bouchard, SCLA

Vice President, Claims Montgomery Insurance Direct Dial: 704-759-7700 Mobile: 704-996-0739

Email: richard.bouchard@montgomery-

ins.com

falugar fra

American Insurance Association

Washington, D.C. Headquarters

2101 L Street, NW, Suite 400 Washington, DC 20037 Telephone: 202-828-7100

SOUTHEAST (Atlanta)

5605 Glenridge Drive, Suite 845

Atlanta, Georgia 30342 Telephone: 404-261-8834

Property Casualty Insurer's Association

PCI Headquarters

2600 South River Road Des Plaines, IL 60018-3286 Telephone: 847-297-7800

Regional Office

William Stander 215 S. Monroe Street, Suite 830 (32301) P.O. Box 11174 Tallahassee, FL 32302 Telephone: 850-681-2615

Laura Smoak

Research & Statistics Manager SC Employee Insurance Program Telephone: 803-734-1623

Email: Ismoak@eip.sc.gov

Donna Croom

Executive Director SC Workers' Comp. Educational Assoc.

Email: scwcea@bellsouth.net

SC Employee Insurance Program (of SCBCB)

1201 Main Street, Suite 300 Columbia, South Carolina 29201 Telephone: 803-734-0678 Contact: Robin Tester

SC Workers' Comp. Educational Association

3 Cavendish Court Irmo, SC 29063 803-407-3360

Contact: Chris C. Daniel, President

Will Floyd MD, MPH

Healthworks 1333 Taylor St., Suite 3H Columbia, SC 29220 Telephone: 803-296-3304

Email: willie.floyd@palmettohealth.org

AnnMargaret McCraw

Chief Operating Officer Midlands Orthopaedics, PA 1910 Blanding Street Columbia, SC 29201 Telephone: 803-933-6134

Email: annm@midlandsortho.com

Mark Arden, Esq.

Chappell, Smith & Arden Telephone: 803-929-3609 Email: marden@csa-law.com

Moby Salahuddin

Executive Director South Carolina Self-Insurers Association Email: msalahuddin@sc.rr.com

Ron Chatham

The Edisto Group 4200 Byrnes Blvd. Florence, SC 29506 Telephone: 843-229-7460

Email: ronchatham@edistogroup.com

South Carolina Medical Association

132 Westpark Blvd.
Columbia, SC 29210
Post Office Box 11188
Columbia, SC 29211-1188
Telephone: 803-798-6207
Contact: Scott E. Hultstrand
Email: scotth@scmanet.org

South Carolina Orthopaedic Association

17503 Mallard Court Lutz, FL 33559 Telephone: 813-949-3121 Contact: Fraser Cobbe, Executive Director

Injured Workers' Advocates

Post Office Box 12513
Columbia, South Carolina 29211
Telephone: 803-799-0080
Contact: Clara T. Smith, Executive Director
Email: clara@injuredworkersadvocates.com

South Carolina Self-Insurers Association

215 Holly Ridge Lane West Columbia, SC 29169 Telephone: 803-794-2080

South Carolina Chamber of Commerce

1201 Main Street, Suite 1700 Columbia, SC 29201 Contact: Otis Rawl, President and CEO Telephone: 803-799-4601

Email: chamber@scchamber.net

Margarita M. Pate

Executive Director

Telephone: 843-697-3114 Email: mpscsa@aol.com

Barney Osborne

VP - Finance and Reimbursement The SC Hospital Association Telephone: 803-744-3444 Email: bosborne@scha.org

Glenn Miller

AVP Managed Care

Debbie Fox

Key Risk Management Services P. O. Box 49129

Greensboro, NC 27419

Telephone: 800-942-0225 ext. 7414

Email: gmiller@keyrisk.com

Harry Gregory

Executive Director State Accident Fund

Email: hgregory@saf.sc.gov

The SC Society of Anesthesiologists

P.O. Box 20189

Charleston, S.C. 29413 Telephone: 843-697-3114 Email: <u>mpscsa@aol.com</u>

The SC Hospital Association

1000 Center Point Road Columbia, SC 29210 Telephone: 803-796-3080

Key Risk Management Services

Post Office Box 49129 Greensboro, NC 27419 Telephone: 800-942-0225

State Accident Fund

800 Dutch Square Blvd, Suite 160 Columbia, SC 29210 Telephone: 803-896-5409

Contact: Harry Gregory Email: hgregory@saf.sc.gov

WCC Staff

Gary Cannon

Executive Director
South Carolina Workers' Compensation
Commission
1333 Main St., Suite 500 (29201)
P. O. Box 1715
Columbia, SC 29202-1715
Telephone: 803-737-5726
Email: gcannon@wcc.sc.gov

Al McCutcheon

Director, Insurance and Medical Services South Carolina Workers' Compensation Commission 1333 Main St., Suite 500 (29201) P. O. Box 1715 Columbia, SC 29202-1715

Telephone: 803-737-5718

Email: amccutcheon@wcc.sc.gov

Kandee Johnson

Executive Assistant South Carolina Workers' Compensation Commission 1333 Main St., Suite 500 (29201) P. O. Box 1715 Columbia, SC 29202-1715 Telephone: 803-737-5744

Email: kjohnson@wcc.sc.gov

David Adcock MD

Chief Medical Consultant South Carolina Workers' Compensation Commission 1333 Main St., Suite 500 (29201) P. O. Box 1715 Columbia, SC 29202-1715

Telephone: 803-733-3295

Email: david.adcock@uscmed.sc.edu

ATTACHMENT C

Effect of Different Payment Methods on WC System Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

			L	S. Florida	1	-												Page		*
CPT		27008						Ruidpie Conversion Factors	ctors		2010	2010 SC Medicare Fee Schedule	ee Schedule				2010 Stafe	2010 State Health Plan		Γ
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Effect of Different Payment Methods on WC System Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

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				Single C		Multip	uitiple Conversion Factors	Factors		ğ	2010 SC Medicare Payment					State Health Plan			
		2008				\$\$2 Surg	\$56 Surg					- 1	Plus	_				Plus	
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28681 ARTHROSCO	2 4 TEL 5 L	494		998 \$	\$ 427,557	\$ 444,659	, ,	"	**	543	271,147	\$ 385,874	\$ 406,720	*	**	\$ 481,156	\$ 567,764	\$ 577,	577,387
29862 ARTHROSCO	TAKE BUT	31		\$ 937	\$ 29,032	\$ 30,193	177	49	4	594 **	18,400	\$ 26,865	\$ 27,601	*	4	32,767	\$ 38,665	39,	39,320
29694 APTEROSCO	PAINTERSTR	23		\$ 831	\$ 22,437	4	47	49	49	721	19,458	\$ 28,409	\$ 29,187	"	49	19,386	\$ 22,875	g \$	23,263
2000 ARTHROSC	PICALLY AIDE	8		8 1340	\$ 124,620	4	••	49	**	823	79,259	\$ 115,719	118,889	*	**	151,969	\$ 179,205	\$.	182,243
2888 ART 1705 CF		젊		\$ 77	\$ 26,316	. ,	*	49	•	8 •	17,051	\$ 24,884	\$ 25,576	69	-	34.478	\$ 40,682	41,	41,371
4000 REPAIR HER		8		200	86,384	\$ 69,019	₩.	49	_	438	41,216	\$ 60,176	\$ 61,624	69 (**	59,596	70,323		71,515
BOOK IN IPROCINCE		137	9	5 117	30,654	,	.	.	,	8 8	21,963	32,066	82,95		9/4	35,483	0,1,1,10,0 1,10,0 1,10,0	a e	42,560
ž,	000 P	8 5	\$ 5	88 S	\$ 80,779	84,010	8 88,856	23,703	2 10/ 3	8 8	33,506	48,919		* *		11.42	150/c/ *	ē 8	25,00
	3	77.0	* 1		44,040	, ,	, .		, .	4 4	900.004	100,000	405,465	•	• •	483.018	e 247.033	, S	207.002
PECTOR IN ECTOR	0	98	9 9	2 5	204,530	* *		407,162 407,000	*	e g	130,280	30,000	45.278	, v	* *	195,003	20,715		202,706
		3 2		4 750	43204	80,00			•	300	28,283	\$ 85,102	\$ 87.433	6	* *1	104.781	\$ 123.842	125	125.737
12		3 5		\$ 1.48	\$ 151.062	\$ 157.104		. 49	69	\$ 528	94,308	137,690	\$ 141,462	49	***	175,542	\$ 207,140	\$ 210,	210,650
	DO SO	72		\$ 2,005	42,095	\$ 43.778	· ca	69	•	\$ 252	26,288	\$ 38,381	\$ 39,433	*	**	35,805	\$ 42,250	\$ \(\frac{4}{2}\)	42,956
6307 BOISKECTOW ANTE	ANT WORLD	8		\$ 1,852	\$ 150,012	•	S	69	'n	,155 \$	93,542	\$ 136,571	\$ 140,313	4	**	169,230	\$ 199,762	\$ 203,	203,148
	CORPEGTON	77.	_	\$ 2,690	\$ 56,490	*	•	w	ý	\$	35,667	\$ 52,073	\$ 53,500	2	*	48,321	\$ 57,019	, 21	57,985
BASO PERCLICING	SOLUTION DE	88		865 \$	\$ 51,385	\$ 53,440	₩.	69	٠,	387	31,559	46,077	47,339	•	•	45,34	\$ 51,146	** **	52,013
		8		* 1,163	\$ 32,550	w (3,300	37,758		25.00	100,01		728'87'		8 6	33 118	20'0's	, E	39 742
		ន	405	8	210,150	3 2	58 452	,	7	3	35.57B	51944	\$ 53.367	- 41	\$ 128	62,389	\$ 73,619	47	74.867
		3 5	, ,		27.184	\$ 28.271	29803	•	• •/3	8	17,573	\$ 25,656	\$ 26,359	*	5 74	5 23,270	\$ 27,459	\$ 27,	27,924
		707	49	55	\$ 110,292	\$ 114	\$ 121,321	69	\$ 231 \$	86	139,693	\$ 203,851	\$ 209,539	8	3 \$ 113	5 157,838	\$ 186,249	\$ 189,	169,405
OLD IN HORNEY	TENDRALL	275	69	8	\$ 27,225	\$	\$ 29,948	\$ 31,581	\$ 118 \$	83	28,663	\$ 41,848	\$ 42,995	\$ 24	2 \$ 79	55,344	\$ 85,306	\$ \$6	66,413:
BASE DESTRUGARINE	アプロセツ	88	\$	\$ 285	\$ 26,309	\$ 27	\$ 28,940	\$ 30,518	\$ 283 \$	161 \$	16,428	\$ 23,985	\$ 24,642	8 49	187	18,103	\$ 21,361	21,	21,723
OLE REUROPICAS		X		\$ 785	\$ 42,363	*	\$ 46,599	49		# FB	26,393	38,533	39,588		.	38,178	45,050	e f	45,814
GH721 NEUROPGAS		239	253 54	8	\$ 133,721	39	\$ 147,093	·-	\$ 322 \$	8 i	94,783	123,783	\$ 127,174	*	900	143,400	212,801 · 4	77.	72,000
948 STAREOF		₹ }		\$ 948	38,496	41,075	S 43,445	5 .45,815 e neese	v+ v	\$ 8/5	24,834		30,342	25. 25.	200	18,750	\$ 22,125	22	22,500
		2 2	, ;	287	485.401	3 <u>5</u>	5 196.401			176 \$	180.947	264.183	\$ 271.421	8	388	398,476	\$ 470,202	\$ 478.	478,171
	FACIAL AREA	15	· ()		\$ 38,062	88	\$ 38,052	38,052	•	23	34,860	\$ 50,895	\$ 52,290	8 8	\$ 350	52,850	\$ 62,353	£ 63	63,420

Effect of Different Payment Methods on WC System Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

		Single CF	li li	- Anti-Marie	Bullinds Conversion Section		7							Page	9
CPT	2008		SE 550	200	EXE Com		202	Zutu SC Medicare Payment					State Health Plan	Yan	
Code Procedure Description	Procedures	Procedures Non-Fac Facility	All Codes	- 1	SSO All Others		Man Ban Bandida	,	Plus	T				Pfus .	
70551 MRI BRAIN W/O DYE	8	\$ 457	\$ 21.836	\$ 21.836	21 936	September 1	MONTH OF PROMINY	mo)	46%	_	[Facility	Total	18%	20%
70553 MRI BRAIN W/O & W/ DYE	8	\$ 610	\$ 35,351		\$ 35,351 \$	35.351	÷ 60 00 00 00 00 00 00 00 00 00 00 00 00	34.650	27,120 S	27,863	8	9	28,400 \$	31 152 \$	31,680
71010 X-RAY CHEST, SINGLE VIEW	1,065	90 \$	\$ 31,418	69	\$ 31,418 \$	31.0	\$ 65 50 50 50 50 50 50 50 50 50 50 50 50 50	8 6	30.745 ¢	0/8/10		2000	58,000	68,440 \$	00,60
71020 X-RAY CHEST, TWO VIEWS	1,180	\$8	\$ 44,840	49	\$ 44,840 \$	08,24	\$ 28 \$	32,682	\$ 47.687 s	700 67	? 4	7 9	45,795 \$	S (28)	25,954
71250 CT THORAX, W/O CONTRA	8	\$ 241	13,949	-	\$ 13,949 \$	13,949	\$ 231 \$	13,383	\$ 19,539 \$	20,074	\$ 63 84	837 4	\$ 90°00	50 4/F'//	79,296
71275 CT ANGIOGRAPHY CHEST	3 5	500	62,938		\$ 63,936 \$	936	\$ 222 \$	61,430	\$ 69,687 \$	92,144	8	8	131,202 \$	154.818.8	157.040
72040 X-RAY SPINE CERVICAL	3,034	4 0	28,402	9 1	26,402	26,402	\$ 400 \$	17,200	\$ 25,113 \$	25,801	388 3	388	16,684 \$	19.687	2002
72050 X-RAY SPINE, CERVICAL	555	2 S	4 01,183 4 36,343	51.163	5 51,183 5	51,183	8 8	33,853	\$ 49,426 \$	50,780	\$ 55 3	8	\$6,870 \$	87,107 \$	68,244
72070 X-RAY EXAM OF THORACIC	517	. S	2 073	9 C	100 100 100 100 100 100 100 100 100 100	36,353	89 (25,375	\$ 37,047 \$	38,062	82	85	45,510 \$	53,702 \$	54,612
72100 X-RAY SPINE, LUMBOSACRA	2,433	2 23 • • •	\$ 128.516	* *	2) (3/3 th	27,373	er e ल र	15,324	\$ 22,373 \$	22,985	8	88	32,571 \$	38,434 \$	39,085
72110 X-RAY SPINE, LUMBOSACR	88	88	\$ 45,747	. 4	\$ 45.747 \$	45.747	***	03,647	5 (22,124 \$	125 470	8	9	160,578 \$	189,482 \$	192,694
72125 CT, CERVICAL SPINE, W/O	438	\$ 242	\$ 105,512	- 69	\$ 105,512 \$	105,512		100,888	46,153 4	464 970	8 9	8 8	63,648	75,105 \$	78,378
72131 CT, LUMBAR SPINE, W/O C	2	\$ 241	\$ 47,236	*	\$ 47,236 \$	47,236	\$ EST #	45,225	8 66029 \$	67 839	435.4	7 6	\$ 270,721	232,545 \$	236,486
72144 MPI NITON SPINE W/ DYE	4	\$ 287	\$ 32,718	ж •	\$ 32,718 \$	32,718	\$ 276 \$	31,446	45,911 \$	47.169	230	230	84,446	77,277	114,072
22146 AMPI SEINA CANA WOOTE) o	5 414	\$ 259,265	69	\$ 259,265 \$	259,265	\$ 393 \$	246,311	\$ 359,614 \$	369,466	250 \$	900	344.850 \$	406.923 \$	413 820
72148 MRITINGAR SPINE WILL DAY	\$ 6	4. 20	\$ 43,056	<u>بر در</u>	\$ 43,056 \$	43,056	\$ 383 \$	40,890	\$ 669'65 \$	61,335	909	80	62,400 \$	73.632 \$	74.880
72156 MRI NECK SPINE W/O & W/) L	# #G	300,242	, e	\$ 368,242 \$	368,242	\$ 387 \$	351,145	512,672 \$	528,718	583 \$	583	528,781 \$	623,962 \$	634,537
72158 MRI LUMBAR SPINE W/O CO	2 3	665	131 670	30,027	35,027 \$	38,027	\$ 607 \$		\$ 50,549 \$	51,934	1,000 \$	1,000 \$	\$ 000'29	67,260 \$	88.400
72170 X-RAY PELVIS; ANTEROPS-	929	8 S	\$ 20.971	• •	131,070 \$	131,6/0	2 287 8	131,432	194,881 S	197,149	1,000	1,000	220,000 \$	259,600 \$	264,000
72192 CT, PELVIC, WIO CONTRAS	Ş	\$ 224	\$ 23.296	8	3 300 6	22.27	7 9	486	21,149 \$	21,728	4	47	29,422 \$	34,718 \$	35,306
72193 CT PELVIS WI DYE	313	\$ 271	\$ 84,667	· •	84.667 \$	84 667	9 696	24,627	45,172 \$	180.42		£53	47,112 \$	3 26'935 \$	56,534
72265 CONTRAST X-RAY, LOWER	88	\$ 159	\$ 15,582	**	15,582 \$	15.582	\$ 124 \$	12 135	47.746	CIS,213	\$ 8 \$ 8	8	152,118 \$	179,499 \$	182,542
72285 DISKOGRAPHY LUMBAR RA	1	\$ 132	\$ 18,936	*	\$ 18,936 \$	18,936	\$ S	17.621	25.727 \$	28 472 6	7 5	× •	27.73	26,628	27,283
73030 X-RAY SHOULDER, COMPLE	1,995	88	\$ 77,805	5 7	\$ 77,805 \$	77,805	\$ 78 \$ 49	52,070	76,021 \$	78.104	3	, s	111 720 6	65,451	200
73080 X-RAY ELBOW, COMPLETE,	242	રુ ત ઇકા	\$ 24,390	**	\$ 24,390 \$	24,390	\$ 30 \$	16,352 \$	23,874 \$	24.528	3 25	8 8	28.184 \$	32,030 s	2 5
73130 Y-DAY WAIST, COMPLETE,	924	ο • 	\$ 67,116		67,116 \$	67,116	3 34 8	43,554	\$ 63,589 \$	65.331	5	\$	72,828 \$	85,937 \$	87.394
73140 X-RAY FINGER OR FINGER	8 8	÷ 4	75,492	75,492	75,492 \$	75,492	58 57 57	51,353 \$	74,976 \$	77,030	56	22	100,656 \$	118,774 \$	120,787
73200 CT, UPPER EXTREMITY, W/C	8	7 50 T	S 78,019	, u	78,514 \$	78,514	\$2. \$2. \$4.	50,103	73,151 \$	75,155 \$	4	4	78,556 \$	82,696 \$	94.267
73218 MRI UPPER EXTREMITY WA	88	448	\$ 17,453	. 40	17.453 \$	17.453	77	39/42/ 45	28,363 \$	28,140	388	388	34,232 \$	40,394 \$	41,078
	808	\$ 429	5 389,507	49	\$ 389,507 \$	389.507	\$ 55 \$ 57	346.774	405.584 A	CC,200	2 2	# 4 F 5	17,940 \$	21,169 \$	21,528
	118	\$ 470	\$ 55,401	\$ 55,401 \$	55,401 \$	55,401	463 8	54 424	78,456 \$	81,636	. S. S.		458,830 A	200 set	086,880
73ZZ3 MRI JOINT UPR EXTR W/O	នុ	585	\$ 13.444	\$ 13,444 \$	13,444 \$	13 44	\$ 587 \$	13,503 \$	19,714 \$	20,255	886 \$	88	27.72	26,814 \$	27,269
73560 X-RAY KNEE-ANTEROPSTR	2 6	R =		23.856	\$ 82.62	88	32	15,877	22,888 \$	23,515 \$	88	\$	28,072 \$	33,125 \$	33,688
	98	• • •	51,512	2 51515	51512 8	54.545	8 8 8 8	34,915 \$	50,976 \$	52,373	\$	4 5	84,531	76,147 \$	77,437
73564 X-RAY EXAM, KNEE, 4 OR N	728	58	\$ 40,040	\$ 000 OF	40.040 \$	40.04	3 %	25.75	40 cos 40	0000	9 6 3 6	3 1	70,144 \$	82,770 \$	¥.
73590 X-RAY,TIBIA & FIBULA,	611	\$ 35	\$ 21,385	\$ 21,385 \$	21,385 \$	21.385	24 6	14 B40 S	27.874	21 020	, é	e e	52,416 \$	61,851 \$	688
73810 X-RAY ANKLE; COMPLETE,	688	\$ 42	\$ 79,338	\$ 79,338 \$	\$ 928.82	79,338	28 45	52,042	75,981	78.063	P 49		# 0K-545	35,328 \$	35,927
73630 X-RAY FOOT, COMPLETE,	.440	4	\$ 59,040	\$ 59,040 \$	59,040 \$	59.040	\$ 27 \$	39,211	57,248	58,817	20		73.440 \$	86.659	88 128
79740 MOUL COWER EXTREMITY, W/	8 8	236	\$ 28,280	\$ 28,260 \$	28,260 \$	28,280	\$ 221	26,531	38,735 \$	39,796	397 \$	387	47,640 \$	56,215 \$	57 168
73725 MPI I WO EXTREMITY W	3 8	. 443	38,825	39,825	39,825	39,825 39,825	\$ 381 \$	34,285 \$	\$ 950,03	51,427	460	460	41,400 \$	48,852 \$	49,680
74150 CT. ABD. W/O CONTRAST	270	\$ £	27301	447,636 \$	447,638 \$	53 88	## 188 ## ·	389,321	568,408 \$	583,981	550 \$	\$50	562,100 \$	663,278 \$	674.520
74160 CT ABDOMEN W/ DYE	358	344	0/0/0	# 15 070 A	9/0/0	19,048		18,941	27,508 \$	28,262	. 420 s	8	35,700 \$	42,128 \$	42,840
76000 FLUOROSCOPYTO 1 HR D	32.1	143	\$ 45,743	\$ 45.743 \$	45.743 \$	45 743	* * * * * * * * * * * * * * * * * * *	2 6	130,001	138,700	8 8	\$ 5 • •	198,442 \$	234,162 \$	238,130
90801 PSYCHIATRIC INTERVIEW	238	\$ 209 \$ 169	\$ 47,362	\$ 47.362 \$	47.362 \$	47 382	145 \$ 121 . \$	32.080	48.784	40.672	* *	* •		\$ 090'16	3,588
	ı						•	مداممه	a india	-	9	* 4	1,130	Z0,22u &	20,00

Effect of Different Payment Methods on WC System

Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

•			a decis		-	of colors				ľ							Page	4
CPT	2008				╀	the Sum	CAR Sum	ACIOIS 469 C.		1	ZUTU SC Medicare Payment					State Health Plan	١	
Code Procedure Description Procedures Non-Fac Facility	Procedures	Non-Fac	Facility	All Codes	ÿ	SEO 031 Others	When to All Others 650 All Others	State of the state	Von Ben E	a dilife.		9511	1	, ,		į	Plus	- 1
Ŀ	662	ě		֓֟֡֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֡֓֓֡֓֓֡֓֓֓֡֓	T		Section of the sectio	Supplied Sup			i Otel	40%	828	Non-Fa	c Facility	Total	18%	20%
OCHOCA CONTROL SONO MINE	225	• •		, .	5 6	9	\$ 50 E	\$ 18 18 18 18 18 18 18 18 18 18 18 18 18	8 1	គ	\$ 18,600	5 27,155 \$	27,889	ජ ••	SS	\$ 10,626	\$ 12,539	12,751
CORDE DECITA OFF, EDGO MINA	2 2	• •	* *	, ,	4 200,15	700,15	296,15	290'15	93 i	8	\$ Z1,539	31,680 \$	32,548	is is	- S	\$ 16,932	\$ 19,980	5 20,318.
DOBOT DEVITY OFF AS SOURING	RCC'	, (9 6	, ·	P 4		1/4,998	2005,471	# :	8 2 1	\$ 128,119	\$ 187,053 \$	192,178	(ñ 49	ক •÷	\$ 79,509	\$ 93,821	\$ 95,411
90808 PSYTX OFF 75-90 MIN	203	, v	• • 2 5	, _~	04,040 86,533	96.69	96,740	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		9 ;		\$ 35,626 \$	87,972	K 1	\$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12	\$ 47,400	\$ 55,932	56,880
93005 ECG ROUTINE	759			, ,	2 220	8 770	20,324	00,726	~ • <u>07</u> •	= \$	727	42,611 \$	S		E :	42,282	49,893	50,738
93307 FCG TRANSTHORACIC	26		, ₹	•	10,723	2 6 6 6 6 6	0/23	62/07	ar (2 ;	1,51,	10,682 \$	10,975	≓ ••	.	42,42,	\$ 17,017	17,305
	5 4	· ·	•	- -	10 7.35	10,233	10,233	10,233	.7 6		12,301	17,859 \$	18,451	\$ 266	· ·	\$ 23,142	\$ 27,308	27,770
93974 N 191 EX SCN EXTREM MEN	2000			• •		00000	19,130	00.10	,		201,713	\$ 170'07	25,707	50°	97.	25,504	30,095	50,605
959/ I DOPLEA SON EXIMEM VEIN	807	* ·		n i	Dec'se	т,	26,390	29,390	.	70	\$ 31,735	5 45,333 \$	47,603	190	4	\$ 54,910	\$ 64,794	65,892
ESCON ELECTROMYGRPHY/1 EXTR	3	,		, e	51,486 \$	51,486 8	5 51,486	\$ 51,486	47	1	31,308	\$ 45,707 \$	46,960	\$ 139	49	\$ 48,433	\$ 57,151	58,120
95861 ELECTROMYGRPHY/2 EXTR	151	\$ 172	112	4	16,837 \$	18,837 \$	16,837	\$ 15,837	¥)	112	\$ 16,942	\$ 24,736 \$, 25,413	\$ 202	\$ 202	\$ 30,502	\$ 35,992	36,802
85900 NERVE CONDUCTIONEA N	678	\$		ស •••	55,770 \$	55,770 \$	\$ 55,770	\$ 55,770	**	8	\$ 33,631	\$ 49,101 \$	50,447	39 \$*	\$ 60	40,560	\$ 47,861	48.672
95903 MOTOR NERVE CONDUCTION	543	96 \$+		iń er	52,128	52,128	\$ 52,128	\$ 52,128	**	8	\$ 31,782	\$ 46,401 \$	47,673	5	*	\$ 34,752	\$ 41,007	41.702
95904 SENSE NERVE CONDUCTIO	1,173	\$ 73		€ 69	85,043	85,043 \$	\$ 85,043	\$ 85,043	49	4	\$ 51,612	\$ 75,354 \$	77,418	S	ξ. 69	\$ 69,823	\$ 70.691	71.788
97001 PHYSICAL THERAPY EVALU	4,512	\$		\$	453,456 \$	453,456 \$	\$ 453,456	\$ 453,456	₩	8	\$ 289,597	\$ 437,411 \$	449,395	5	\$ 73	\$ 328.376	398.684	395.251
97002 PHYSICAL THERAPY RE-EV	1,304	& &		69	71,720 \$	71,720 \$	71,720	\$ 71,720	•	8	\$ 46,709 \$	\$ 68,196 \$	70,064			\$ 71.720	\$ 84,630	86.064
97003 OCCUPATIONAL THERAPY	773	\$ 133		<u>بن</u>	\$ 596'38	86,963	1 68,963	\$ 86,963	**	K	\$ 54,991	\$ 80,287 \$	82,487	8	525 S	\$ 40.196	\$ 67.431	48.235
97012 PHYS MED TRIMI-1 AREA	2,238	22		¥ ∽	48,117	48,117 \$	48,117	\$ 48,117	v)	7	\$ 31,019 3	45,287 \$	46,528	4	*	\$ 31,332	\$ 36.972	37.598
97014 PHYS MED TRTMT-1 AREA	10,901	8		\$ 21	218,020 \$	218,020 \$	218,020	\$ 216,020			# 278 bzo	3 318,309 \$	327,030		÷	\$ 118.503	\$ 139.951	202.075
97016 PHYS MED TRIMT-1 AREA	1,353	\$ 24		₩ ₩	32,472 \$	32.472 \$	32.472	20.572	£ 44	25	628.91	28 979 8	20,72	新路開掘	は問題を	20,470	20247	20,000
97022 WHIRLPOOL	2.371	61		49	68 759 \$	68 759 \$	687.69	22.50		: :	40.441	90000	200			2117	10,00	Be of
97032 ELECTRICAL STIMILI ATION	9.450				238 250 8	020.96	036366	200	•	: 4	11 27	20,000	200,212		= :		97,78	/6Z'\6
97033 IONTOBHOBESIS				ă ă	9 45	100 to 300	20,500		,,	2 2	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	213,824	EL/ALZ	4 14 0000000000	41 4 14 Inc.	32,300	5 156,114	158,780
CONTRACTOR OF THE PROPERTY OF	20, 00			•	3 9	3 5 5	8	8 1	•	•	970'10 +	t De't	76,542			\$ 98,160	4 101,689	103,392
Sycsoluti RASOUND I HERAPT	10,089	<i>y</i> •		4	*	160,013	180,013	180,013	**	= !	118,067	172,378 \$	177,101	다 #	**	\$ 127,068	\$ 149,940	152,482
SATUREMAPEUTIC PROCEDUR	73.20	,		2,98	n	2,992,794 \$	2,892,794	\$ 2,992,794	**	23	4 1,908,262	2,786,083 \$	2,862,394	8	8	\$ 1,567,654	\$ 1,849,832	1,881,185
97112 NEUROMUSCULAR RE-ED N	4,371	& \$		8	192,324 \$	192,324	192,324	192,324	**	8	\$ 122,038	178,176 \$	183,057			\$ 192,324	\$ 226,942	230,789
97113 AQUATIC THERAPY	785	S		4	42,837 \$	42,837	42,837	\$ 42,637	•	8	\$ 26,174	38,214 \$	39,261	\$ 2	*	\$ 16,508	\$ 19,477	19,807
97116 GAIT TRAINING	₹	()		69 ·	27,713	27,713 \$	27,713	\$ 27,713	•	25	\$ 17,759 \$	25,928 \$	26,638	4 15	6	\$ 14,231	\$ 16,793	17,071
97124 MASSAGE	1,489	€9		র্জ ঞ	\$ 929'09	\$0,626	50,626	\$ 50,628	•	Ø	\$ 32,207	47,022 \$	48,311	\$ 12	\$	5 25,313	\$ 29,869	30,376
97140 MANUAL THERAPY	25,583	₩.		66 40	997,737	987,737	997,737	\$ 997,737	•	52	\$ 642,133	\$ 37,515 \$	963,200	\$	\$	\$ 685,158	\$ 784,896	798,190
97530 THERAPEUTIC ACTIVITY	13,831	2.		6	622,395	822,385 \$	622,395	\$ 622,395	**	8	\$ 397,226	5 579,950 \$	595,839	≈	8 2	\$ 290,451	\$ 342,732	348,541
97535 SELF CARE MGMT TRAININ	735	& &		ස් ••	33,075	33,075 \$	33,075	\$ 33,075	**	78	\$ 21,124 \$	30,841 \$	31,686			\$ 33,075	\$ 39,029	39,690
97750 PHYS PERFORMANCE TES	1,516	& &		ф 47	65,188	65,188 \$	65,188	\$ 65,188	*	28	\$ 41,842	8 64,089 \$	62,762	\$	\$	\$ 31,836	\$ 37,596	38,203
98941 CHIROPRACTIC MANIPULAT	1,324	\$ 49	₩	. S 62	62,890 \$	62,890 \$	62,890	\$ 62,890	\$ 33	8	\$ 41,229	60,185 \$	61,844	8	83	\$ 30,452	\$ 35,933	38,542
99202 NEW EM OFFICE VISIT	2,516	8	*	ă **	228,642 \$	228,642 \$	228,642	\$ 228,642	\$ 82 82	45	\$ 145,230 \$	213,496 \$	219,345	8	⇔	\$ 140,257	\$ 166,515	168,320
99203 NEW EM OFFICE VISIT	5,705	47	₩	6	755,913 \$	755,913 \$	755,913	\$ 755,913	8	88	\$ 483,955 \$	706,575 \$	725,833	98 \$	₩	\$ 460,679	\$ 543,601	552,815
99204 NEW EM OFFICE VISIT	2,308	22 \$	\$ 180	69	463,526 \$	483,526 \$	483,526	\$ 483,526.4	\$ 145 \$	115	\$ 309,837 \$	452,363 \$	464,756	\$ 134	\$	\$ 294,847	\$ 347,819	353,816
99205 NEW EM OFFICE VISIT	295	\$ 274	\$ 231	•	77,511 \$	77,511 \$	3 77,511	\$ 77,511	\$ 177 \$	149	\$ 50,197	73,288 \$	75,296	\$ 170	\$ 42	\$ 48,085	\$ 56,740 :	57,702
99211 ESTAB EM OFFICE VISIT	1,133	\$2	\$	47	24,926 \$	24,926 \$	24,926	\$ 24,926	\$ 18 \$	φ	\$ 17,360 \$	25,346 \$	26,041	\$ 18	8 9	\$ 17,562	\$ 20,723	21,074
99212 ESTAB EM OFFICE VISIT	7,293	93 49	88	69	v	371.031 \$	371,031 1	\$ 371,031	88	8	\$ 238,773 \$	348,608 \$	358,159	8	8	\$ 231,553	\$ 273,232	277,863
99213 ESTAB EM OFFICE VISIT	24,309	49	×	())	W	2,160,462 \$	3,160,462	5 2,160,462	\$ G	8	\$ 1,389,624 \$	2,028,851 \$	2,084,436	\$	**	\$ 1,318,783	\$ 1,556,141	1,582,516
99214 ESTAB E/M OFFICE VISIT	11,016	49	*	"	1,462,374 \$	1,462,374 \$	1,462,374	\$ 1,462,374	88	2	\$ 950,295	1,387,431 \$	1,425,443	88	\$ 67	\$ 911,574	\$ 1,075,657 \$	1,093,889
99215 ESTAB EM OFFICE VISIT	1,198	\$	\$ 152	47	216,327 \$	216,327 \$	216,327	\$ 216,327	\$ 124 \$	8	\$ 140,563 \$	205,222 \$	210,844	\$	**	\$ 135,148	\$ 159,475	162,178
99222 INITIAL HOSPITAL CARE	2		\$ 185	"	28,860 \$	28,860 \$	28,850	28,960	**	121	\$ 16,884 \$	27,570 \$	28,326	\$ 118	\$ 118	\$ 18,408	\$ 21,721	22,090
99223 INITIAL HOSPITAL CARE	168		\$ 271	5	45,528 \$	45,528 \$	45,528	\$ 45,528	\$>	178	\$ 28,946 \$	43,721 \$	44,919	\$ 174	\$ 174	\$ 29,232	\$ 34,494	35,078
	98		ស់ •••	₩ •••	35,910 \$	35,910 \$	35,910 4	\$ 35,910	47	8	\$ 23,860 \$	34,836 \$	35,790	38	% %	\$ 23,940	\$ 28,249	28,728
98232 SUBSOT HOSPITAL CARE	£0.		6	6 9 (\$ 600'901	108,009	108,009	108,009	**	8	\$ 70,631	103,122 \$	105,947	\$	65	\$ 70,915	\$ 83,680	85,098
99233 SUBSQT HOSPITAL CARE	382		\$ 142	69	41,684 5	41,884 \$	41,884	41,884	⇔	8	Z7,498 \$	40,148	41,248	8 2	8 8	\$ 27,232	\$ 32,134	32,678

Effect of Different Payment Methods on WC System
Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures
Sorted by GPT Code

																Page	40
			Single CF		Minffip	uffipie Conversion Factors	actors		2010	2010 SC Medicare Paymen	Payment				State Machin Dian	0,50	
į.	2008			- CE BED	L					-						1101.1	
					Ding 704		27.5				Pus					Sile.	
Code Procedure Description Procedures Non-Fac Facility	Procedures	Non-Fac F	acility	All Codes	Ji Codes \$50 All Others	\$50 All Others	SSO All Others	Non-Fac Facility	•		48%	36	Non-En	Sanitis.	1	Ł	1
OGO42 OFC CONSULT NEW/POT D		200 a 407 &	1	6	ı	Į.								r acusey	200	20.5	20%
TO THE PROPERTY OF THE PARTY OF		7 .71	8	290°L0		31,342	31342	Ж		31,342	45,759 \$	47.013	\$ 85	\$ 88 \$	21.028	24 A50 C	26 22
99243 OFFICE CONSULTATION	1,348 \$	\$ 174 \$	9 <u>2</u>	\$ 221,241 \$	\$ 221,241	\$ 221,241	\$ 221.241	·		221 241 \$	323.011	34 35	40	8	740.204		10,40
98244 OFFICE CONSULTATION	1 170 S	\$ 257 \$	246	S SAR GOD			900 500	difi			1	2	-	70	270	1/0,165	S4 .
CONTRACT CONTRACT TANDER			1	the state of the s		,	060'007	riel.		200,036	421,438 \$	433,046	\$ 175	\$ 147 \$	196,560	231,941 \$	235,872
SSC45 OFFICE CONSULTATION	800	S 314 S	88	S 23,473		•	\$ 93,473	146	*	93,473 \$	136,470 \$	140.209	275	S 183 &	63.007	75.47p e	70 750
99282 ER DPT VISIT LOW	2,097	•	88	\$ 121,626 \$		\$ 121 628	S 124 626	¥ ***	28.5	70.847	44e nan e	307 677		3	3	9 0/4/0/	00/10/
99283 ER DPT VIRIT MOD	E 442	-	9	241-041		•		_	3 :	150	100701	00 1 ,85	8	9	(9,696	\$ 620,08	85,623
CONTROL TO CONTROL	7	,	8 ;	4/0/1/2		•	4 4/6,175		64 88 84	315,148 \$	460,113 \$	472,719	4	\$ 22 \$	419,034	494,460 \$	502.841
SSZOSTER DPI VISII HIGH	2,236		ğ	\$ 365,586 \$		··	\$ 365,586		\$ 109 \$	243,344 \$	355,282 \$	385.016	\$ 120	\$ 120 \$	268320 9	376.618 \$	121 084
89285 ER DPT VISIT HIGH	69	**	8 23	\$ 165,149 \$		67	\$ 165.149		S 161 S	111.092 \$	187 194 S	100 670		5	420.000	o o o o o o o o o o o o o o o o o o o	
99291 CRITICAL CARE EM	178 \$	363	306	\$ 62.078	44	•	S (7)	* ***	303	250		2		9 6	one's	153,231	OSD'SOL
99249 HOME WATER BATIENT	240	476		202.00					33	* 1217	9	5	6/7	\$ 577	47,437	55,976 5	56,824
CONTRACTOR AND FOR ENTERIN		2/2		900'DG	,	,	\$ 90,586		\$ 112 \$	59,055 \$	84,761 \$	62,78	\$ 111	\$ 111 \$	57,609	\$ 67.979	69.131

Effect of Adopting Different Payment Methods on Each CPT Code Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

					Single Conv.	Conv. f	Factor			Muh	Multiple Conversion Factors	Werston	1 Factor	r		۲	×	2010 SC Nedicare Payment	Medicar	e Paver	į	ŀ		State H	State Health Diag	ļ	
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F		2008	2010 R	2010 Rel. Values	Other CF= \$	¥ 4.	2	Other CF= \$50	= \$50	ŏ	Other CF = \$50	\$\$20 #	<u> </u>	Other CF = \$50	250 E				<u>l</u>			Т				3	
	Procedure Description	Procedures	Νο	: Facility	Non-Fac	_	acility	Non-Fac	Facility		Non-Fac	Facility	_	Non-Fac	Facility	-	Non-Fac	Facility	_	Non-Fac	Facility	_	Non-Fac	Facility	Non-Far		Fare
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S S	REPAIR SOALDINECKTRUN	+	÷. 1		69	90	146	\$ 214	"	152 \$	226	63	161	238	s	163	127	s)	<u>8</u>	8	137	67	118 8	145	•	<u> </u>	\$ 5
DE SIMB	S SIMPRESANT SOALPINEON TRUN	269	4.36		s	30.	162	\$ 227	· •	168	240	49	178	263	s	187	135	49	<u>₹</u>	202	\$ 151	49	8	128		475	3 5
6	REPARTACE BARINGS ELL		4.		44	44	8	\$ 226	4	155 \$	239	**	164	252	67	173	135	**	8	83	141	69	135 \$	120		8	4
8	CRAFT TRUNKSCALP ARM	R	22.68		49	8	97.	\$ 1,180	√.	010	1,248	ر. م	890	1,316	69	126	727	•	614	100	8	2	694	8		9 8	
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	A SINCE OF MOLTOLETE	280	1,42	\$	49	7.	23	\$ 74	*	4	78	49	57	8	\$	8	54	•	8	8		9	8	8	, v	8 8	3 4
	TANNINEGT JOHN BURSA	1,528	208		•	ड	8	\$ 108	₩	7.	114	4	75	2	69	50	8	44	4	8		89	28	8	· 47	. e.	2 5
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				22.38		•	1.149		\$ 1,195	æ		;; •>	ğ		es L	88			735		\$ 1,10.	"	200	1,200	4.1.	.440 \$	4.0
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Effect of Adopting Different Payment Methods on Each CPT Code Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

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					Single Conv.	Lactor.	ı	Multiple Conversion Factors	on Facto	2		7	:010 SC	Medicar	2010 SC Medicare Payment	벁	L	State	State Health Plan	<u>s</u>	
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Effect of Adopting Different Payment Methods on Each CPT Code Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

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Effect of Adopting Different Payment Methods on Each CPT Code
Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures
Sorted by CPT Code

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Effect of Adopting Different Payment Methods on Each CPT Code Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

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Effect of Adopting Different Payment Methods on Each CPT Code Top 200 SC Workers' Compensation Procedures Based on 2008 Expenditures Sorted by CPT Code

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Attachment D

Medical Services Provider Manual Advisory Committee Recommendation #3

"The Commission include a complete listing of the HCPCS codes and corresponding fees in the Medical Services Provider Manual."

Background information

HCPCS (Healthcare Common Procedure Coding System) is a standardized coding system designed to ensure that health claims are processed in an orderly and consistent manner. HCPCS codes are divided into two subsystems, level I and level II. Level I is comprised of CPT (Current Procedural Terminology) codes maintained by the American Medical Association (AMA). Level II codes are used primarily to identify products, supplies, and services not included in CPT codes, such as ambulance services and durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS) when used outside a physician's office.

Current status

The 2010 Medical Services Provider Manual was updated to include most of the HCPCS codes. HCPCS codes not included in the fee schedule do not have relative values set by Medicare. Alternate CPT codes exist that more accurately describe the service for most of the codes not included in our fee schedule.

Codes listed in our 2010 fee schedule, with the exception of dental and ambulance will cover practically every workers' compensation procedure and supply. In the event that it does not, the manual contains a provision to allow payment to the provider at cost plus 20%; acquisition invoice cost plus 20%; or a negotiated amount.

The following HCPCS codes are currently not included in the Medical Services Provider Manual:

A codes - Transportation services including ambulance. These codes were not implemented by Medicare until April 2002.

B codes - Nutritional supplies, formulae and pumps -

C codes - Outpatient PPS codes

D codes - Dental codes

G codes - Temporary codes used to identify professional health care procedures and services that would otherwise be coded in CPT but for which there are no CPT codes.

H codes - Alcohol and drug abuse treatment services

M codes - Therapeutic efficacy has not been established or experimental

P codes - CPT codes are used for pathology and laboratory services

R codes - (3 codes) transportation of portable x-ray or EKG equipment to nursing home, facility or patient home, per trip

S codes - Temporary codes created by private sector and used by Medicaid, but not payable by Medicare, to implement policies, programs or claims processing

T codes - Codes designed for use by Medicald state agencies where no permanent national codes exist

Benefits and challenges of including the HCPCS codes to the Medical Services Provider Manual

Carriers and bill review companies will benefit from the ambulance and the dental HCPCS being included in the Medical Services Provider Manual. It will reduce their administrative work load and the number of disputes, necessitating the involvement of the Commission.

Potential challenges. Access to dental providers may be reduced if a fee schedule is implemented thereby limiting the payment for service to the provider. The use of dental codes may require the American Dental Association's permission and payment of a royalty fee.

Should the Commission opt to accept this recommendation a financial impact to the system will be conducted and a recommendation will be made during the MSPM review next year.

Cannon, Gary

From:

Cannon, Gary

Sent:

Monday, July 26, 2010 9:19 AM

To:

AnnMargaret McCraw; Barney Osborne; Brian Teusink; Cindy Benton; Donna Croom; Dr. David Adcock; Dr. Will Floyd; Glenn Miller; Harry Gregory; Jeri Boysia; Smoak, Laura; Lorynda Fish; Margarita Pate; Mark Arden; Mary Ann Lubeskie; Mike Pankee; Moby Salahuddin; Randee Pardee; Rebecca Rabern; Rick Bouchard; Ron Chatham

Cc: Subject: McCutcheon, Al

Advisory Committee Report - Minority Reports

Fee Schedule Advisory Committee Members:

On July 19, 2010 Medical Services Provider Manual (Physician's Fee Schedule) Advisory Committee Chairman Mark Arden presented the Committee's Report to the Workers' Compensation Commission. A copy of the report included in the Commissioner's Agenda packet that was emailed to you on June 15th.

Recommendation 5 in the report states the "...report will include minority reports." No minority reports were considered at the Advisory Committee meeting on June 18th therefore none were included in the report submitted to the Commission.

At the Commission meeting on July 19th Chairman Beck expressed concern about the lack of minority reports and wanted to insure each Committee member had the opportunity to communicate their organization's position to the Commission. Therefore, if you wish to submit your organization's position or comment on the Advisory Committee's Report, please email them to me at gcannon@wcc.sc.gov by 12:00 PM August 11, 2010. I will include the comments in the Executive Director Report in the Commissioner's agenda books for the Business Meeting on August 16.

Thank you for your time and efforts completing the Committee's Report. If you have any questions please contact me.

Gary M. Cannon **Executive Director** SC Workers' Compensation Commission 1333 Main Street P.O. Box 1715 Columbia, SC 29202-1715

August 11, 2010

Workers Compensation Commission

RE: Minority Report for Medical Services Provider Manual Advisory Committee

Dear Commissioners,

On behalf of the membership of the South Carolina Orthopaedic Association, I would like to thank you for the opportunity to serve and provide input in the deliberations of the Medical Services Provider Manual Advisory Committee. Our association was well represented through the process by AnnMargaret McCraw from Midlands Orthopaedics in Columbia.

We appreciate the careful consideration that the Advisory Committee gave our recommendations, although a majority of the Committee did not ultimately agree with our request to give the Commission the flexibility to adopt multiple conversion factors. Please accept this Minority Report as an official record of our position and the rationale for it. We maintain that our proposal will ultimately lead to greater quality care rendered to injured workers and overall cost savings to the system by aligning resources in the system to promote rapid access to specialty and surgical care when needed; thereby, accelerating return to work.

We hope the Commission will continue to consider our recommendations as we all strive for a more efficient and effective rehabilitation and return to work program for injured workers in South Carolina.

The SCOA presented the following motions to the Committee:

Motion 1: Continue the current policy of utilizing the Resource Based Relative Value Scale (RBRVS) to establish the value of the codes in the Provider Manual

Motion 2: The Workers Compensation Commission should have the authority to utilize multiple conversion factors for medical services to ensure access to care for our unique patient population.

The second motion failed to pass at the Committee level.

We present the following supporting documentation for our position. Additional information relative to each of these points is available upon request, although most of if has been shared previously with the Commission and the Committee.

- The MAPs in the Medical Services Provider Manual were not increased from 2003 to 2010.
- While most medical services receive a substantial increase in the 2010 Provider Manual adopted by the Commission, surgical and radiological codes receive significant decreases from the 2003 levels.

- The Medical Economic Index has increased 17.3% from 2003-2009 which has eroded reimbursement for medical services during this period. This decline has now been accelerated for surgical and radiological codes with the adoption of the new fee schedule.
- The medical office personnel expense incurred by our practices has increased approximately 20% since 2003.
- The MAPs established by the 2010 Provider Manual are some of the lowest in the nation for surgical codes as the following examples illustrate:
 - Arthroscopy: 4th worst State Workers Compensation MAP in the nation
 - Carpal tunnel: 3rd worst State Workers Compensation MAP in the nation
- Precedents are documented in other states of reduced access to specialists when surgical reimbursement is reduced
 - Hawaii: prior to 1995 ortho participation = 77%
 - Specialty fees cut in 1995; participation dropped to 33%
 - TX: 2002 ortho participation = 79%
 - Specialty fees cut in 2003; ortho participation fell to 46%
 - CA: 2002 ortho participation = 92%
 - Specialty fees cut in 2004; 2007 ortho participation = 65%
- Scientific studies document that rapid access to definitive surgical care can reduce overall
 costs to the workers compensation system as claimants are returned to work more quickly
- Survey data illustrates the inaccuracies inherent in RBRVS valuation of services that are especially acute for surgical procedures and practices in workers compensation.
 - UCLA study of comp neurosurgeons in Hawaii, WV, TX indicated their actual practice expense (PE) for comp was 295% of Medicare's estimated Practice Expense for the CPTs provided
- The calculation of the RBRVS by CMS is not purely scientific and objective. The pricing
 of individual codes is subject to political lobby, and the budget neutrality component
 requires pricing of codes only in relation to one another with little consideration of the
 actual practice expense involved to render the service.
- The stated focus of CMS and Healthcare Reform is to incentivize wellness, prevention and primary care; therefore, the RBRVS will continue to reflect a payment shift toward those codes. The inherent nature of Workers Compensation is the treatment of acute injury to facilitate rapid return to work. The application of the RBRVS to Workers Compensation without consideration of and adjustment for these different priorities has the unintended consequence of disincentivizing 'rapid access to acute care providers, and therefore, potentially delaying return to work.
- A large majority of states already utilize multiple conversion factors in Workers Compensation to adjust for wellness focus of CMS payment methodology when applied to Comp. (Sources: Workers Compensation Research Institute The Lewin Group)

- Multiple Conversion Factors promote cost containment by allowing adjustments to specific codes without requiring increases to codes already priced appropriately.
- If used on a limited basis, Multiple Conversion Factors can be applied in a reasonable
 manner without significantly increasing costs to the system. In fact, any increase in
 medical service expense may well be offset by reduced indemnity payments as claimants'
 return to work is accelerated. The initial proposal from our association to the
 Commission for a separate conversion factor would have had a minimal impact to overall
 costs as estimated by NCCI.

We strongly believe that quality care can be enhanced while simultaneously achieving significant cost savings to the overall system by promoting rapid access to surgical services; thereby expediting delivery of definitive care and accelerating return to work. This position supports the core mission of the Workers Compensation Commission and can deliver significant savings if the appropriate resources are aligned properly. Injured workers require acute care, and compensation in the system should be designed to deliver that care in the most expeditious manner possible.

Thank you again for the opportunity to participate in the Advisory Committee, and we are committed to working with the Commission on behalf of the workers of this great state.

Sincerely,

Section Con.

James O'Leary, M.D. President South Carolina Orthopaedic Association Σ

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Top 200 SC Workers' Compensation Procedures Based on 2008 Utilization

Effect of Different Payment Methods on WC System

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\$ 18,109,880 \$ 25,353,834 \$ 26,440,427 \$

26,388,028 \$ 26,679,691 \$ 27,117,184 \$ 27,554,677

Total cost for 2 carriers and SI Fund(14% of market)

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Increase/Decrease

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20%

18%

Total

20%

40%

Total

\$50 All Others \$58 Surg

\$50 All Others \$55 Surg

\$50 All Others \$52 Surg

Procs. 2008

Procedure Description

Code 유

Multiple Conversion Factors

Single CF CF = \$50 All Codes

Plus

2010 State Health Plan - 1/1/2010

2010 SC Medicare Fee Schedule - Palmetto GBA 04/30/2010

Plus 46%

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\$ 160,282,340 \$ 189,133,167 \$ 192,338,914

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\$ 129,356,289

\$ 190,569,218 \$ 193,694,171 \$ 196,819,124

\$ 188,485,916

Total cost 100% of WC system for top 200 codes

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(sample above / .14)

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\$ Increase/Decrease to WC

Single CF)

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20,5%

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-3.5%

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7,039,065

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6,851,356

6,589,794 \$

4,692,710 \$

•

8,458,206 16.0%

8,020,713 \$

7,583,219 \$ 4.0%

7,291,557 \$

Payments for Surgical CPT Codes 11012-69990 in top 200 (14% of market)

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% Increase/Decrease

00

10.0%

-35.6%

71,089 152,928 101,012 25,200 24,029 27,931 21,315 15,372

69,904 150,379 99,329 24,780 23,629 27,466

127,440 84,177 21,000 20,025 23,276

67,436 191,148 113,263 29,864 30,406 26,589 20,181 17,712

65,638 110,242 29,068 29,585 25,880 19,643

19,910 20,271 17,726 13,454

178,405 105,712 27,873

44,957 \$ 127,432 \$ 75,509 \$

238,815 141,188 37,143 36,790 32,663

81,143

76,946 226,463

72,749 214,110 126,582 33,301

69,951 205,875 121,713 20,960 15,116

17,763 12,810

17,240

24,817 18,835 16,532

23,969 \$ 21,518 \$

35,222 34,887 30,974 22,729 20,405

32,020 31,715 28,158

32,984 29,284 21,489 19,292

20,663 \$

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Effect of Different Payment Methods on WC System Top 200 SC Workers' Compensation Procedures Based on 2008 Utilization

			Single CF	2	10 SC Media	care Fee S	chedule -	2010 SC Medicare Fee Schedule - Palmetto GBA 04/30/2010	¥ 0 4	30/2010	2010 SC Med	Icare	2010 SC Medicare Fee Schedule - Palmetto GBA 06/01/2010	a - Palme	tto GBA	080	1/2010
CPT		2008	CF = \$50	L				Plus						Plus			
Code	Procedure Description	Procs.	All Codes	_	Total	40%		46%		20%	Total		40%	46%			20%
	Total cost for 2 carriers and SI Fund(14% of market)		\$ 26,388,028 \$		18,109,880 \$	\$ 25,353,834	834 \$	26,440,427	· •4	27,164,823	\$ 18,916,355	•	26,482,897	\$ 27,61	27,617,878	65	28,374,532
	Increase/Decrease				-31.4%	۳	3.9%	0.2%		2.9%	-28.3%		0.4%		4.7%		7.5%
	Total cost 100% of WC system for top 200 codes (sample above / .14)		\$ 188,485,916 \$ 129,356,289 \$ 181,098,816	\$ 12	9,366,289	\$ 181,098,	816 \$	\$ 188,860,195	. 40	194,034,448	\$ 135,116,821	*	\$ 189,163,550	\$ 197,270,559		\$ 20	\$ 202,675,232
	\$ Increase/Decrease to WC System for top 200 codes (Diff. from total cost of Single CF)			\$ (5	\$ (59,129,627) \$		\$ (001,186,7)	374,279	6 5	5,548,532	6,548,532 \$ (53,369,095) \$	44	677,634 \$		8,784,643 \$		14,189,316
	\$ Increase/Decrease to WC system for all codes (Savings above / 80.5%)			2) \$	\$ (73,452,953) \$		(9,176,522) \$	464,943 \$	49	6,892,586	6,892,686 \$ (86,297,012) \$	۰,	841,781 \$		12,600	%	10,912,600 \$ 17,626,479
	Payments for Surgical CPT Codes 11012-69990 in top 200 (14% of market)		\$ 7.291.657	49	4,692,710 \$		6,669,794 \$	6,851,356	•	\$ 590'620'2	\$ 4,985,053	4	6,979,074 \$		7,278,178 \$	49	7,477,580
	% Increase/Decrease				-35.6%		%6'6-	-6.0%		-3.5%	-31.6%		4.3%		-0.2%		2.6%
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11012	SKINISUBOUTANEOUSTISS	8	67	G	44,957	\$ 62,	62,940 \$	65,638		67,436		63		φ ·	63,629	co ·	71,537
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Effect of Different Payment Methods on WC System

Top 200 SC Workers' Compensation Procedures Based on 2008 Utilization

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		L		Single Cr		ŀ	Ž	ational and SC Adju	National and SC Adjusted Transitional and Fully Implemented RVUs - 6/01/2010	f Fully Implement	ed RVUs - 6/01/2	2010		
	CPT		2008	CF = \$50	Nat'! Trans *		Nat'l Trans *	SC Adj. Trans. *	SC Adj. Trans. *	SC Adj. FI +	SC Adj. Fl	T	SC Adj. Trans. *	SC Adl. FI
L	Code	Procedure Description	Procs.	All Codes	Med CF Total		Med CF Total+40%	Med CF Total	Med CF Total+40%	Med CF Total	Med CF Total+40%	_	CF = \$50	CF :: \$50
												\vdash		
		Total cost for 2 carriers and SI Fund(14% of market)		\$ 26,388,028	\$ 19,953,284	3,284 \$	27,934,598	\$ 19,111,502	\$ 26,756,102	\$ 18,730,833	\$ 26,223,167	1,167	25,915,376 \$	25,399,187
		increase/Decrease			7	-24.4%	5.9%	-27.6%	1.4%	-29.0%		~9.6%	٦.8%	.3.7%
		Total cost 100% of WC system for top 200 codes (sample above / .14)		\$ 188,485,916	\$ 142,623,461	3,461 \$	199,532,845	\$ 136,510,726	\$ 191,115,017	\$ 133,791,667	\$ 187,308,334	,334 \$	185,109,832 \$	\$ 181,422,762
		\$ Increase/Decrease to WC System for top 200 codes (Diff. from total cost of Single CF)	·		\$ (45,962	(45,962,455) \$	11,046,928	\$ (61,975,190) \$	\$ 2,629,101	\$ (54,694,249) \$		(1,177,582) \$	(3,376,084) \$	(7,063,154)
		\$ Increase/Decrease to WC system for all codes (Savings above / 80.5%)			\$ (57,096	(57,096,218) \$	13,722,893	\$ (64,565,453)	\$ 3,265,964	\$ (67,943,167) \$	\$ (1,462,835)	\$329)	(4,193,893) \$	(8,774,105)
		Payments for Surgical CPT Codes 11012-69990 in top 200 (14% of market)		\$ 7,291,557	\$ 5,311,	5,311,888 \$	7,436,643	\$ 4,985,052	\$ 6,979,073	\$ 5,147,311	. 7,206,236	\$ 236	6,759,778	6,979,803
		% Increase/Decrease			-2	-27.2%	2.0%	-31.6%	4.3%	-29.4%		-1.2%	-7.3%	4.3%
		SKIN SUBGUTANE GUSHUSO	94	\$ 69,951	•	50,548 \$	70,768	47,691						65,972
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			52 5	31,715				21,500				30,871 \$	29,154 \$	29,901
				28,158	8° 5		_	18,798				27,538 \$	25,491 \$	26,673
	S C		280	20,003		14,810	20,734	_	\$ 19,840	\$ 14,503			• • •	19,667
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Payment methods – Pros and Cons

Single conversion Factor

Total cost for 14 % sample of medical services provider costs (two carriers and self-insured fund) using 2008 utilization data and conversion factor of \$50 is estimated to be \$26,388,028.

Pros

- Absolute control on costs (given utilization identical to that in 2008)
- Payments will only change when Commission approves a change to the conversion factor
- This is the current system and will require no change

- Requires resetting of conversion factor as RVUs are updated
- Requires calculation and posting of payments for each CPT code in manual or on web site
- Some specialty areas argue that multiple conversion factors are needed to address imbalances in the system
- New RVUs are not released until the Fall of each year, which makes for a tight time frame to finalize Manual by July 1

Multiple Conversion Factors

Total cost for 14 % sample of medical services provider costs using 2008 utilization data is estimated to be as follows:

Surgeon CF = \$52, all other CF = \$50	\$26, 679,691	1.1% increase
Surgeon CF = \$55, all other CF = \$50	\$27,117,184	2.8% increase
Surgeon CF = \$58, all other CF = \$50	\$27,554,677	4.4% increase

Payments for surgical codes will increase 1.1% for every \$2.00 increase in surgical code conversion factor

Pros

- Payment method can be infinitely adjusted to address perceived imbalances among specialty areas.
- Absolute control on costs (given utilization identical to that in 2008).
- Payments will only change when Commission approves a change to the conversion factor.

- Would require a change in regulation 67-1302A.
- We would be changing a system developed by CMS, which has greater resources and knowledge of the relative value of each procedure than SCWCC.
- Requires resetting of conversion factor as RVUs are updated.
- Requires calculation and posting of payments for each CPT code in manual or on web site.
- New RVUs are not released until the Fall of each year, which makes for a tight time frame to finalize Manual by July 1.
- Requires a few more columns in spreadsheets when estimating system costs.
- Increased interest from each specialty area.

Medicare 'Plus' – SC Adjusted Medicare Fee Schedule from Palmetto GBA times Multiplier

Total cost for 14 % sample of medical services provider costs using 2008 utilization data is estimated to be \$18,109,880, a decrease of 31.4%. Using a multiplier of 1.4 (Medicare + 40%) gives an estimate of \$25,353,834, a decrease of 3.9%. Using a multiplier of 1.46 will result in an estimate of \$26,440,427, an increase of .2% (roughly break-even).

Pros

- Use of Palmetto GBA Fee Schedule from Palmetto GBA payments would reduce the workload on staff.
- Payment method initially appears to offer lower cost due to geographic adjustment. However, all systems can be geographically adjusted.
- Would not require annual calculation and posting of payments for each CPT code in manual or on web site. Providers/carriers would be directed to Palmetto GBA web site to acquire payment information.
- Medical Services Provider Manual would consist of policy information only (approx. 80 pages vs. current 612 page manual) and could be available on line at no charge, eliminating administrative work load involved in printing, storing, selling, and mailing manuals.

- Possibility of dramatic reduction in conversion factor if Congress does not continue to delay
 the 21% cut currently mandated by the sustainable growth rate (SGR) formula, which links
 physician reimbursement rates to increases in the gross domestic product (GDP).
- There are a few payment differences with CMS web site, due to the technical component some CPT codes being capped at the OPPS amount.
- Use of payment information from a private company
- A few SCWCC specific codes and payments will need to be posted on SCWCC web site.
- Payments to surgeons would decrease 6% at 'neutral' payment level of Medicare + 46%.

State Health Plan

Total cost for 14 % sample of medical services provider costs using 2008 utilization data is estimated to be \$22,439,528, a decrease of 15%. Using a multiplier of 1.18 (SHP + 18%) will result in an estimate of \$26,478,643, an increase of .3% (roughly break-even).

State Health Plan payment rates are released by October 1 each year to be effective on January 1.

The SHP allowance is based on RBRVS and uses several conversion factors based on type of service (i.e. E&M, radiology, pathology, surgical).

Approximately 90-95% of all professional providers in SC currently participate in the State Health Plan and have payment information available. The remaining 5-10% can create a profile and log-in at http://www.southcarolinablues.com/providers.aspx to access payment information as long as they are valid, licensed providers with a tax ID. Payment rates would still have to be posted for each CPT code in a manual or on our web site for access by carriers, TPAs, and bill reviewers.

Pros

- Lower cost to WC system (15% decrease).
- Majority of providers already have access to and know SHP payments.
- Use of SHP payments would reduce the workload on staff.

- Payments for surgical CPT codes (10021-69990) would increase 20% at 'neutral' payment level of SHP + 18%. If the overall system is to remain 'neutral', this would reduce payments to other providers.
- Full Medical Services Provider Manual would have to be produced and either put on our web site or printed as a hard copy with the administrative burden for printing, storage, payment collection, and mailing.
- SHP currently has a conversion factor of \$50 for anesthesia vs. our current \$30 conversion factor. This would need to be addressed.

Medicare 'Plus' - National or SC Adjusted Medicare Conversion Factor times Multiplier

Total cost for 14 % sample of medical services provider costs using 2008 utilization data, the current 2010B conversion factor of \$36.8729, the SC adjusted transitional RVUs, and a multiplier of 1.4 (Medicare + 40%) is estimated to be \$26,223,167, a decrease of .6%. Payments for surgical codes will decrease by approximately 1.2%.

Pros

- This system would work very much like the current system. Instead of multiplying RVUs times the conversion factor of \$50, providers/carriers would multiply RVUs times the Medicare conversion factor (currently \$36.8729) times a multiplier. (Ex.: \$36.8729 * 1.4 = \$52.6221.)
- Would not require annual calculation and posting of payments for each CPT code in manual or on web site. Providers/carriers would be directed to Medicare web site to acquire payment information through the Physician Fee Schedule Look-up.
- Medical Services Provider Manual would consist of policy information only (approx. 80 pages vs. current 612 page manual) and could be available on line at no charge, eliminating administrative work load involved in printing, storing, selling, and mailing manuals.

- Medicare conversion factors are subject to change during the year. There have been three different conversion factors in 2010. We would need a plan to address mid-year changes in conversion factor, such as specifying in MSPM and on web site the appropriate year to be used in the Medicare Physician Fee Schedule Look-up.
- Possibility of dramatic reduction in conversion factor if Congress does not continue to delay the 21% cut currently mandated by the sustainable growth rate (SGR) formula, which links physician reimbursement rates to increases in the gross domestic product (GDP). This could be addressed by requiring the use of an earlier payment schedule (Ex: 2010B).
- A few SCWCC specific codes and payments will need to be posted on SCWCC web site.

RVU Examples

	⋖	മ	U		Q		ш		ш		G	/ B		I
4 2	CPT			ž	ational R	elativ	National Relative Value Units	its			\$50 Conver	\$50 Conversion		
м •	Code	CPT Description	Work	Prac	tice Expe	nse N	Practice Expense Malpractice	-	Total		Factor	tor		Payment
4 rv	22630	Lumbar Spine Fusion	22.09	+	15.07	+	4.61	II	41.7	×	\$	20	11	\$ 2,089
9 7	99213	Office Visit	0.97	+	0.88	+	0.05	II	1.90	×	⋄	20	II	<u>\$6</u> \$
∞ 6	99214	Office Visit	1.50	+	1.24	+	0.07	IJ	2.81	×	⋄	50	II	\$ 141
10									ecenteria di Liconal Landocata (19)					
11 12											\$50	0		
13	CPT			SC /	Adjusted	Relat	SC Adjusted Relative Value Units	Jnits			Conve	Conversion		
14	Code	CPT Description	Work	Prac	tice Expe	nselV	Practice Expense Malpractice	Ī	Total		Factor	tor		Payment
15				 								Ī		
16	GPCI		⊣		0.954		0.446							
17								***						
18	22630	Lumbar Spine Fusion	22.09	+	14.37	+	2.02	Ħ	38,48	×	ς,	20	H	\$ 1,924
19								na a pita otti oud oil onii						
20	99213	Office Visit	0.970	+	0.840	+	0.022	II	1.83	×	Ŷ	20	II	\$ 92
21								ad ad ada a						
22	99214	Office Visit	1.500	+	1.183	+	0.031	£I.	2.71	×	❖	20	II	\$ 136

§42-15-90 Fees of attorneys and physicians and hospital charges shall be approved by Commission.

Fees for attorneys and physicians and charges of hospitals for services under this title shall be subject to the approval of the Commission.

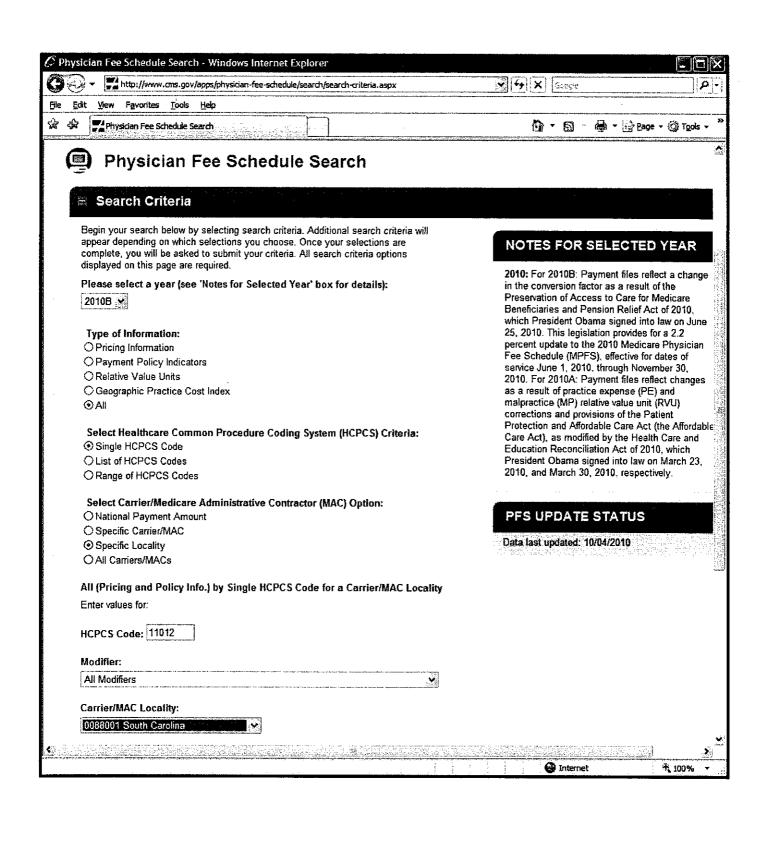
67-1302. Maximum Allowable Payments to Medical Practitioners.

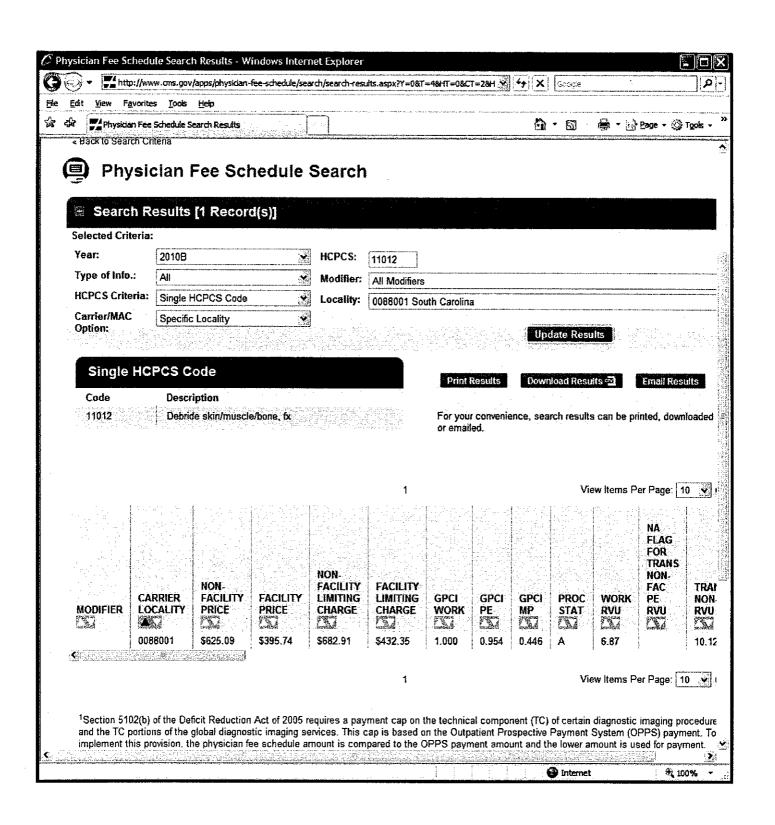
- A. The Commission shall establish maximum allowable payments for medical services provided by medical practitioners based on a relative value scale and a conversion factor set by the Commission.
 - (1) The maximum allowable payments and any policies governing the billing and payment of services provided by medical practitioners shall be published in a medical services provider manual.
 - (2) The Commission may review and update the relative values and/or the conversion factor as needed.
- B. Medical practitioners submit claims for payment to the employer or insurance carrier on the Form 14A.
 - (1) The Commission recognizes the Health Care Financing Administration Form 1500 (HCFA-1500) as its Form 14A for medical practitioners.
 - (2) Any narrative records or reports pertaining to the services rendered must be attached to the Form 14A and supplied at no charge to the employer or carrier.
- C. An employer or insurance carrier may not pay, and a medical practitioner may not accept, more than the maximum allowable payment amounts listed in the provider manual.
- D. Providers of general dental services, pharmaceuticals, durable medical equipment, and other medical products and services not covered by the medical services provider manual shall bill at the provider's usual and customary charge.

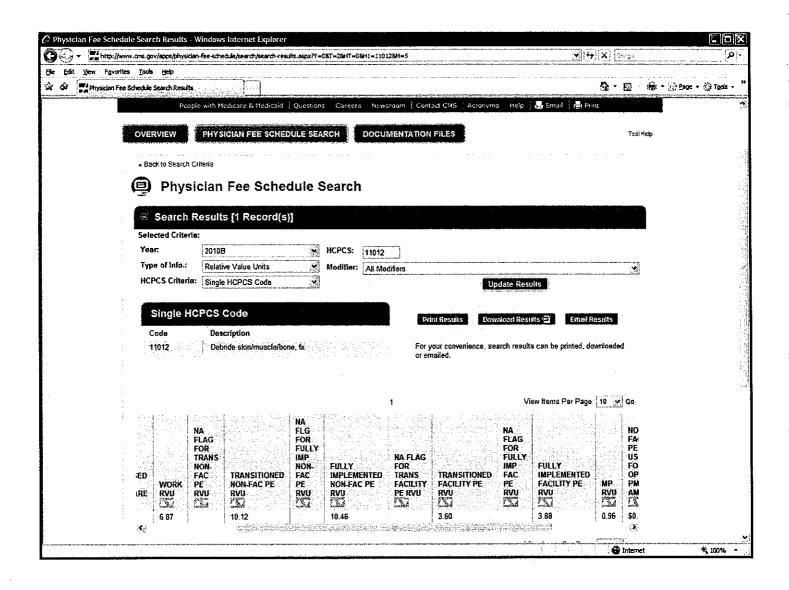


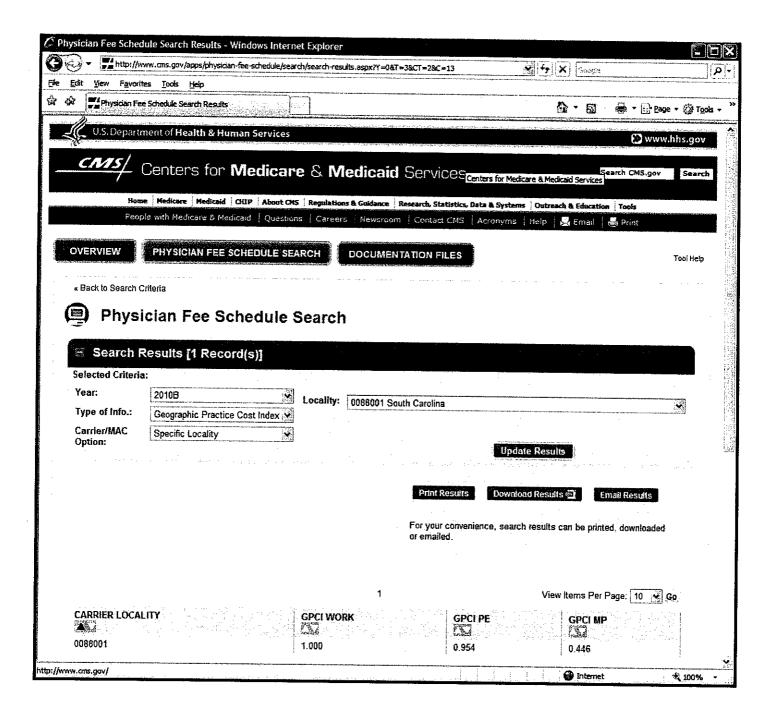
Internet

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Medicare Conversion Factors 2006-2010

Year	Conv. Facto	or
2010B	\$36.8729	Set on June 25, 2010, effective June 1 - November 30, 2010
2010A	\$36.0791	Set on March 23 & 30, 2010, retroactive to January 1, 2010
2010	\$28.4061	Final Rule issued in November 2009, effective January 1, 2010
2009	\$36.0666	
2008B	\$38.0870	
2008A	\$38.0870	
2007	\$37.8975	
2006	\$37.8975	

2010B: Payment files reflect a change in the conversion factor as a result of the Preservation of Access to Care for Medicare Beneficiaries and Pension Relief Act of 2010, which President Obama signed into law on June 25, 2010. This legislation provides for a 2.2 percent update to the 2010 Medicare Physician Fee Schedule (MPFS), effective for dates of service June 1, 2010, through November 30, 2010.

2010A: Payment files reflect changes as a result of practice expense (PE) and malpractice (MP) relative value unit (RVU) corrections and provisions of the Patient Protection and Affordable Care Act (the Affordable Care Act), as modified by the Health Care and Education Reconciliation Act of 2010, which President Obama signed into law on March 23, 2010, and March 30, 2010, respectively.

Interoffice Memorandum

October 25, 2010

TO:

Workers' Compensation Commissioners

FROM:

Cathy Floyd

Human Resources

SUBJECT:

Revision to the Employee Performance Management (EPMS) Policy

Attached is the revised Employee Performance Management System (EPMS) Policy. The EPMS Policy has not been revised since April 2006. This policy has been updated separately from the Administrative Policies and Procedures Manual in order to implement the new universal review date for EPMS evaluations. Also, the State Office of Human Resources (OHR) issued a letter dated September 21, 2009 asking agencies to review and update changes to the policy to include the change from a four-level rating system to a three-level rating system. Copies of those letters have also been attached. The revisions to the policy follow those outlined in the model policy provided by OHR.

Summary of Changes

- Implementation of a Universal Review Date
- Change in rating from a four-level scale to a three-level scale
- Update the names of the levels of performance and performance characteristics
- Various minor structural and grammatical changes

It is recommended that we submit the EPMS Policy to OHR for approval to be implemented immediately. Your favorable consideration in this matter is appreciated. As always, should you have any questions please feel free to contact me.

Attachments

cc: Gary Cannon

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy	٠	
Policy Number: 2.12	Date: October 25, 2010	Page 1 of 10

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SCWCC. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE SCWCC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the SCWCC to recruit, hire, train and promote employees without discrimination because of race, color, sex, national origin, age, religion or disability. This policy is to apply to all levels and phases of personnel within the Agency, including but not limited to recruiting, hiring, compensation, benefits, promotions, transfers, layoffs, recalls from layoffs, and educational, social, or recreational programs. If you believe that you have been discriminated against in violation of the law, you should immediately contact the Agency's Human Resource Manager at 803-737-5671.

<u>Purpose</u>

The Employee Performance Management System (EPMS) refers to the total process of communicating with an employee about their work. The process begins when the employee's supervisor (rater) and employee develop a performance plan in which they identify what is to be accomplished, what behavior is expected, and specifically how it will be evaluated. This rater/employee communication continues informally with a day-to-day working relationship and formally at least twice: once at the midpoint of the appraisal and again at the end of the review period.

The EPMS will be used to ensure honest two-way communication between employees and their raters, to support employee development and to create trust by communicating with each other what is strong and what needs improvement in each job area, to make leaders' expectations clear by telling employees the criteria for success, to provide training for employee and raters in feedback structure and techniques and to create incentive in both employee and rater by getting involved and sharing feedback about the work and the SC Workers' Compensation Commission business plan.

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 2 of 10

General Information

All performance appraisals shall be made in writing by the employee's supervisor (the rater) who has direct experience or knowledge of the work being performed. The appraisal shall be reviewed by the next higher-level supervisor (the reviewer), unless the rater is the Agency head, prior to the appraisal being discussed with the employee. The reviewer may attach additional comments to the appraisal, and in the attachment may take exception to the rater's appraisal. In addition, the reviewer has the authority to change the appraisal completed by the rater. If the reviewer elects to change the rating, the change and associated justification should be noted on the appraisal document. Whenever an employee's job responsibilities change significantly, the appraisal document should be revised to reflect that change. The final appraisal must bear the signature of the rater, the reviewer and the employee, if possible. If any party refuses to sign the appraisal, a notation shall be made on the performance appraisal of this. If possible, a witness should sign to acknowledge that the party refused to sign the appraisal.

All performance appraisals shall become a permanent part of the employee's official personnel file. Upon request, the Agency shall furnish the employee with a copy of the performance appraisal with copies of all pertinent attachments including the form completed at the time of the planning stage and the final appraisal form.

The provisions of this policy address the appraisal process of both probationary and covered employees. Although not mentioned specifically in this policy, employees exempt from coverage under the State Employee Grievance Procedure Act shall also be given annual performance appraisals.

Definitions

- A. <u>Performance Review Date</u> The employee's review date as established in accordance with State Human Resources Regulations.
- B. <u>Universal Review Date</u> The date prior to which all classified employees' performance reviews are due. October 1 will be the universal review date for the

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 3 of 10

SC Worker's Compensation Commission (Exceptions: probationary employees and trial employees).

- C. <u>Short Year Review</u> A ny performance appraisal that evaluates an employee's performance for a period of time less than twelve months (Exceptions: trial period reviews and warning notice reviews.)
- D. <u>Short Year Planning Stage</u> Any EPMS planning stage document covering a period of time less than twelve months (Exceptions: trial period planning stages.)

Universal Review Date

All Agency employees shall be reviewed prior to October 1, the Agency universal review date. The Agency will maintain the performance review date for each employee presently established in accordance with the State Human Resources Regulations, in the event that some compensation or personnel action is dependent on the individual's performance review date rather than the universal review date.

Training

Training is encouraged for all employees within the Agency in regards to EPMS. New employees should be briefed on the performance evaluation system during their orientation session.

Levels of Performance

There shall be three levels of performance to rate each job function and objective and to rate overall performance:

- 1. <u>Exceptional</u> Work that is above the criteria of the job function throughout the rating period.
- 2. <u>Successful</u> Work that meets the criteria of the job function.

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 4 of 10

3. Unsuccessful - Work that fails to meet the criteria of the job function.

Performance characteristics shall not be rated by the three levels of performance, but shall be given a rating of pass or fail.

- 1. Pass Meets requirements.
- 2. Fail Fails to meet requirements.

Planning Stage

Each employee shall have a planning stage conducted at the beginning of each rating period. The employee's job functions (which include job duties and success criteria), objectives, and performance characteristics for the next rating period will be discussed at this time. These items, as included in the planning stage, are described below. The rater and employee should participate in drafting the planning stage document. The reviewing officer and the rater should discuss the requirements for the coming year prior to the planning stage. A rater may incorporate a team activity into the planning stage document. The team performance being evaluated could constitute a job function, an objective, or one criteria for a particular job function or objective. A rater may also link the employee's training plan to the planning stage document.

A. JOB FUNCTIONS

The rater and the employee shall determine the job functions (which include job duties and success criteria) by reviewing the employee's position description. If the position description is not up-to-date, or if there is no position description, one should be prepared and submitted for approval. In those instances where the rater and employee cannot agree upon the job functions, the rater's decision shall be final. The statement outlining the job function should include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statement should specify the expectations of the rater for the employees to be successful. Each job function shall be rated in the evaluation stage based on the three levels of performance. It shall be mandatory for all raters to be evaluated on the timely completion of each employee's performance appraisal.

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 5 of 10

B. OBJECTIVES

Objectives shall be optional for all employees. An objective should be included when the employee is assigned a special, non-recurring project or assignment that is not included on the employee's position description. The statement outlining the objective(s) should also include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statement should specify the expectations of the rater for the employee to be successful. Each objective shall be rated in the evaluation stage based on the three levels of performance.

C. PERFORMANCE CHARACTERISTICS

The Office of Human Resources will provide agencies with a list of suggested performance characteristics and their definitions. Each performance characteristic shall be defined in the planning stage and rated as "pass" or "fail" in the evaluation stage. The performance characteristics section shall be used as a communication tool to emphasize those performance characteristics that are important to success in performing the job functions and objectives included in the planning document. The performance characteristics section shall not be weighted in the determination of the overall performance rating.

It shall be mandatory for all managers and supervisors to be rated on the performance characteristic of "promoting equal opportunity." (Promoting equal opportunity includes such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals.)

Ongoing Performance Management

A rater should continue to provide performance feedback to employees throughout the review period. An unofficial mid-year review is encouraged to facilitate this communication between raters and employees. In addition, various options are available to the rater in conducting performance management. A rater may gather feedback to prepare the appraisal document and/or conduct unofficial appraisals more frequently than required in this policy.

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 6 of 10

Probationary Period

Each new employee in probationary status shall be rated prior to the completion of a twelve month probationary period. The performance review date marks the beginning of a new review period. If that employee does not receive a performance appraisal prior to the performance review date, the employee will receive a "successful" rating by default and obtain covered status as a State employee and permanent status in the class. The probationary period may not be extended. If an employee is not performing satisfactorily during the probationary period, the employee shall be terminated before becoming a covered employee. Until an employee has completed the probationary period and has a "successful" or higher overall rating on the employee's evaluation, the employee has no grievance rights under the State Employee Grievance Procedure Act; therefore, the SC Workers' Compensation Commission is not required to follow the "Substandard Performance Process" to terminate a probationary employee. A short year review and short year planning stage may be required to evaluate performance from the end of the probationary period to the universal review date.

Trial Periods

Each covered employee who has been demoted, promoted, or reclassified shall be appraised prior to the completion of a six-month trial period in the position. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a "successful" rating by default and obtain permanent status in the new classification, the employee retains permanent status in a class throughout the employee's continuous service. The six-month trial period may be extended up to 90 calendar days upon written notice to the employee prior to the end of the six-month trial period. The employee's performance review date shall be advanced for the time period such extension is in effect. A short year review and short year planning stage may be needed to evaluate performance from the end of the trial period to the universal review date.

The "Substandard Performance Process" is not required to demote or reclassify downward an employee in trial status to the same class from which promoted, if the demotion or reclassification occurs within the trial period. The "Substandard Performance Process" is also not required to demote or reclassify downward an employee in trial status to a class in an equal or higher pay band from which promoted, if the demotion or reclassification occurs within the

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 7 of 10

trial period. The Employee in trial status may not grieve such demotion. The employee in trial status may not be terminated or demoted to a class in a lower pay band than that from which promoted for performance reasons without following the "Substandard Performance Process."

Annual Performance Reviews

All employees shall be given an annual appraisal no more than 90 calendar days prior to the universal review date. The universal review date marks the beginning of a new review period. If an employee does not receive an appraisal prior to the universal review date, the employee shall receive a "successful" rating by default. A covered employee may not be issued an overall "unsuccessful" appraisal at any time during the annual review period without following the "Substandard Performance Process."

An employee on approved leave with or without pay for more than 30 consecutive workdays shall have the performance review date advanced up to 90 days after those first 30 workdays. A covered employee who within 30 calendar days of his performance review date receives a "Warning Notice of Substandard Performance," shall have the performance review date advanced up to 90 days.

Substandard Performance Process for Covered Employees

A covered employee is entitled to adequate notice of substandard performance and the opportunity to improve the substandard performance before receiving an "unsuccessful" rating and being removed from the position. To ensure this occurs, the following procedures shall be followed:

A. A rater shall issue a "Warning Notice of Substandard Performance" prior to issuing an "unsuccessful" rating to a covered employee. If during the performance period an employee is considered "unsuccessful", in any essential job function or objective which significantly impacts performance, the rater shall provide the employee with a written "Warning Notice of Substandard Performance." The warning notice shall provide for an improvement period of no less than 30 days and no more than 120 days. The warning notice may be issued at any time during the review period. Ordinarily, the warning period may not extend beyond the employee's review date. However, if the warning notice is issued less than 30 days

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management	•	
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 8 of 10

from the employee's review date, the performance review date shall be advanced up to 90 days.

- B. The rater and employee should participate in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance related recommendations. In those instances where the rater and employee cannot agree upon the content of the work improvement plan, the rater's decision shall be final.
- C. During the warning period, the employee and the rater shall have regularly scheduled meetings during which they shall discuss the employee's progress. Documentation is required to verify that these counseling sessions were held. Copies of this documentation shall be placed in the employee's official personnel file and given to the employee upon request.
- D. If the employee's performance is rated "successful" or above, on all essential job functions or objectives, which significantly impact performance, noted in the warning notice by the end of the warning period, employment shall continue. If the employee is rated "unsuccessful" on any essential job function or objective which significantly impacts performance as noted in the warning notice by the end of the warning period, the employee shall be removed from the position immediately (i.e. terminated, reassigned, or demoted).
- E. Once a time frame for improving substandard performance has been given, the employee must receive a written appraisal prior to the end of the warning period or the employee will receive a "successful" rating by default.
- F. If an employee has been issued two warning notices within 365 day period and performance drops to a substandard level on any essential job function/objective, which significantly impacts performance for a third time within a 365 day period, the employee shall be removed from the position upon the third recurrence of such substandard performance by issuing the "unsuccessful" appraisal. A warning notice is not required on the third occurrence.

Administrative Policies and Procedures

Subject: Employee	Revision Number: 2.0		
Performance Management			
System (EPMS) Policy			
Policy Number: 2.12	Date: October 25, 2010	Page 9 of 10	

Warning Notice of Substandard Performance

The requirements of a "Warning Notice of Substandard Performance" are:

- A. The notice shall be in writing, addressed to the employee, labeled as a "Warning Notice of Substandard Performance," and signed by the employee (witnessed, if employee will not sign).
- B. The notice shall list the job function(s) and/or objective(s) included on the employee's planning document that are considered "unsuccessful," with an explanation of the deficiencies for each job function and/or objective.
- C. The notice shall include the time period for improvement and the consequences if no improvement is noted (i.e. terminated, demotion, or reassignment).
- D. The notice shall include a plan for meetings to discuss employee progress during the warning period.

A copy of the notice shall be given to the employee and placed in the employee's official personnel file.

Method for Determining the Overall Rating

The method used for determining the overall rating is based on a weighted system provided by the Office of Human Resources using a point value and range. During the planning stage the rater and employee should determine a weight for each individual job function and objective, when used. Performance characteristics will not be given a numerical score, but will be given a rating of "pass" or "fail."

At the end of the performance review period, the rater assigns a rating level to the individual job functions and objectives, when used. Computations are performed with the final numerical score determined.

Administrative Policies and Procedures

Subject: Employee		Revision Number: 2.0
Performance Management		
System (EPMS) Policy		
Policy Number: 2.12	Date: October 25, 2010	Page 10 of 10

Performance Level	<u>Point Value</u>	Range
Exceptional Performance Rating (EPR)	3	2.5 and above
Successful Performance Rating (SPR)	2	1.5 to 2.4
Unsuccessful Performance Rating (UPR) 1	1.4 and below

^{*} Justification required for a rating of either "exceptional" or "unsuccessful."

EXAMPLE:	Weight Factor	<u>Rating</u>	Numerical Score
4 Duties	30%	EPR (3)	30 x 3 = 90
	25%	SPR (2)	25 x 2 = 50
	25%	EPR (3)	$25 \times 3 = 75$
	20%	SPR (2)	20 x 2 = 40
	100%		255

Divide 255 by 100 = 2.55 = EPR or Exceptional Performance Requirements.

MARK SANFORD, CHAIRMAN GOVERNOR

CONVERSE A. CHELLIS, III, CPA STATE TREASURER

RICHARD ECKSTROM, CPA COMPTROLLER GENERAL



Office of Human Resources Samuel L. Wilkins DIRECTOR

> 803-737-0900 FAX 803-737-0968

HUGH K. LEATHERMAN, SR. CHAIRMAN, SENATE FINANCE COMMITTEE

DANIEL, T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

FRANK W. FUSCO EXECUTIVE DIRECTOR

MEMORANDUM

TO:

Agency Heads and Human Resources Directors of All Agencies, Boards, Commissions, and

Higher Education Institutions

FROM:

Samuel L. Wilkins, Director

Office of Human Resources

DATE:

September 21, 2009

SUBJECT:

Revised Model Policies

In addition to a review of the State Human Resources Regulations, the Office of Human Resources has reviewed and updated two of the five model policies. First, we have amended the Employee Performance Management Systems (EPMS) Model Policy to include three rather than four levels of performance. With this change, the standard will be a three level rating system. Agencies may elect to use more than the three levels of performance; however, the agency will need to convert the additional level(s) to the three level rating scale. For example, if an agency chooses to retain the fourth level (substantially exceeds), the agency's policy would need to include a statement explaining the fourth level would be recognized the same as the third level when recording the information into the Central Human Resources Data System (HRIS or SCEIS).

As referenced in the paragraph above, an agency using more than three levels of performance will need to convert the additional level(s) in the Reduction in Force (RIF) Policy. To address a recent legal concern, we have amended the RIF Model Policy to include a secondary tie breaker. We encourage you to review these two policies and if necessary, update your policies for review and approval by the Office of Human Resources.

The revised model policies will be effective on **November 1**, 2009 concurrent with the effective date of the changes to the State Human Resources Regulations. If you have any questions, please feel free to contact your HR Consultant.

SLW/hp

Enclosures

MARK SANFORD, CHAIRMAN GOVERNOR

CONVERSE A. CHELLIS, III, CPA STATE TREASURER

RICHARD ECKSTROM, CPA COMPTROLLER GENERAL



Office of Human Resources Samuel L. Wilkins DIRECTOR

> 803-737-0900 FAX 803-737-0968

HUGH K, LEATHERMAN, SR. CHAIRMAN, SENATE FINANCE COMMITTEE

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COMMITTEE

FRANK W. FUSCO EXECUTIVE DIRECTOR

MEMORANDUM

TO:

Agency Heads and Human Resources Directors of All Agencies, Boards,

Commissions, and Higher Education Institutions

FROM:

Samuel L. Wilkins, Director

Office of Human Resources

DATE:

September 21, 2009

SUBJECT:

Human Resources Regulations Changes

The changes to the State Human Resources Regulations will become effective **November 1**, **2009**. As a result, OHR would like to remind agencies to plan ahead by reviewing and revising policies, as needed regarding the following topics.

Leave Policies

In reviewing your leave policies, you will need to remove any references to the **annual leave** accrual date adjusting for periods of leave without pay. With the revised regulations, the annual leave accrual date will only adjust to reflect periods when there is a break in service.

In advancing up to 15 days of additional **sick leave**, please ensure the employee understands if he separates employment before satisfying the sick leave deficit, and later returns to state employment, the leave deficit will need to be satisfied upon reemployment.

With regards to extended disability leave, the regulations no longer differentiate whether the leave is with or without pay. The regulation only allows the employee to request leave not to exceed a period of 180 calendar days for any certified illness. Extended disability can no longer be taken on a workday basis. If an employee is currently on extended disability leave, the current HR Regulation would apply. The new HR Regulation would apply for any employee that starts extended disability leave on or after November 1, 2009.

In reviewing **organ donor leave**; the leave will no longer be awarded on a fiscal year basis. The statute and regulations designate this leave on a calendar year basis similar to all other types of leave. Organ donor leave may not exceed a total of 30 regularly scheduled workdays in any one calendar year.

Holiday Policies

You will need to review any policies or schedules regarding holidays. Please ensure that Christmas Eve has been added as a legal holiday due to the recent statutory change. The regulations now clarify an employee must be in a paid status the day before a holiday in order to be paid for the holiday. Previously, when a holiday fell on a Saturday or Sunday an employee who worked on a Saturday or Sunday would observe the holiday on the actual day. Those employees will now observe the holiday similar to all other state employees on the designated holiday. Additionally, the regulations have changed the process for extending holiday compensatory time. In the past, an agency would request an extension from OHR. This regulation now allows the Agency Head or designee to grant a 90-day extension of holiday compensatory time.

Employee Performance Management System (EPMS) Policies

There have been several changes to maintenance of performance review dates in the Employee Performance Management System. Historically, these dates have been adjusted during extended periods of leave without pay. In the future, if an employee is on approved leave with or without pay for more than 30 consecutive workdays, the performance review date may be advanced up to 90 calendar days after those first 30 workdays. When a "Warning Notice of Substandard Performance" is given within 30 calendar days of a covered employee's performance review date, the performance review date shall be advanced up to 90 calendar days. The regulations previously provided for the advancement of the performance review date when an employee was transferring to another agency but remaining the same classification within six months or less of his review date. This regulation has been expanded to include the reassignment of a covered employee in the same class within the same agency.

HRIS will be reprogrammed to reflect the regulation changes. Please evaluate your agency's systems that may require modification due to these upcoming changes. OHR has revised the EPMS and Reduction in Force (RIF) model policies and will send the amended policies in a separate memorandum. The changes will be effective on **November 1**, 2009 concurrent with the effective date of the changes to the State Human Resources Regulations.

If you have any questions concerning these changes, please contact your consultant.